

CENTRAL WASHINGTON UNIVERSITY

Family Handbook

EARLY CHILDHOOD LEARNING CENTER

1900 Brooklane Village STE 101/102

509-963-1744

Revised June 2021

This handbook is provided so that each parent/family has an understanding of the basic policies and procedures that are in effect at the Early Childhood Learning Center. This handbook applies to all families enrolled in our program.

THIS HANDBOOK IS NOT INTENDED AS A FORMAL OR EXHAUSTIVE STATEMENT OF PARENT/CHILD RIGHTS AND RESPONSIBILITIES. IT IS COMPOSED OF GENERAL STATEMENTS OF THE EARLY CHILDHOOD LEARNING CENTER'S CURRENT POLICIES, RULES, PROCEDURES, AND LICENSING REQUIREMENTS. WE FEEL STRONGLY THAT WE MUST RETAIN FLEXIBILITY TO MEET FUTURE BUDGETARY CHALLENGES. ACCORDINGLY, THE EARLY CHILDHOOD LEARNING CENTER RESERVES THE RIGHT TO AMEND, MODIFY AND/OR ELIMINATE ANY OF THESE POLICIES, RULES AND PROCEDURES AT ANY TIME AT THE ECLC'S SOLE DISCRETION, WITH OR WITHOUT PRIOR NOTICE.

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A Partnership in Caring

We look forward to getting to know you and your children. We are delighted that you have chosen to become part of our caring community. Our goal is to join in collaborative efforts with you for an experience that will enhance your child's Social Emotional, Physical and Cognitive development, all while supporting your family and creating an atmosphere of trust, care and understanding.

Communication is Important

This handbook will provide you with the information needed to work with our staff to provide the best program possible for your family. It is a part of our teacher's daily routine to strengthen relationships through communication. It is important that you keep in contact with teachers and administrators, communicating anything that might be affecting your child. As caregivers for your children, we want to support any expectations you have for your child. At the time of enrollment, you will be introduced to the Brightwheel App, which is used to communicate with parents and guardians daily. Here you will find pictures of your child, activities, personalized notes, newsletters etc. We will use this application in conjunction with our bulletin boards and emails to provide important information. When you have questions, concerns, or suggestions, please don't hesitate to let us know! You may contact a lead teacher or visit with the Director or Assistant Director.

We recognize the importance of your child's learning journey and safety within our program. As your child begins to EXPLORE and GROW in a safe and nurturing environment with caring, responsive adults they will learn about their world and begin to make many new friendships. We hope that you will be provided with the peace of mind you need to pursue your education and career goals. We strive to be a model of quality care and are committed to providing the best resources available for your child. The Teachers look forward to holding a close and lasting relationship with you and your family.

History and Mission

The Early Childhood Learning Center and Rainbow Center provides care to Student and Faculty/Staff Parents serving 93 children across two sites on campus. ECLC located in Brooklane Village and Rainbow Center is located in Michelson Hall, are both licensed through Washington State Department of Children Youth and Families (DCYF), Division of Early Learning, Region 2. Established in January of 1983, The Early Childhood Learning Center (formerly known as University Preschool/Day Care) is administered through Central's Division of Business Financial Affairs. The building, playground, and utilities are provided through an agreement with University Housing.

The ECLC provides quality early learning services; we serve children ranging in ages from one month to twelve years old. Our primary goal is to sustain and encourage the curiosity and the eagerness to learn in all children enrolled in our Early Childhood Learning Center. Our classrooms currently use a variety of curriculums; Creative Curriculum, Kiwi Co, Little Passports and Sunshine Circles. Each of these curriculums provides the opportunity for classroom structures to be “student-driven” rather than teacher-directed. We believe that by providing CWU student parents, as well as Staff and Faculty, with high quality child care that we are able to support each and every one of our enrolled families. We assist them in pursuing their university studies, teaching classes, or offering customer service to the campus community without undue anxiety about their children. We encourage parents to observe and/or volunteer as their schedules allow.

As of September 2005, the Early Childhood Learning Center also cares for infants and young toddlers through what once was Child Care Central now called “The Rainbow Center.” We provide care to ages 4 weeks-28 months. That site is located in Michelson Hall, Room 109.

Philosophy

We are dedicated to the highest quality developmental care possible for each child in a secure, homelike environment that provides strength based and positive interactions. Our staff are dedicated to planning, ensuring they plan for all ten objectives for development; Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies and the Arts. Our teachers will individualize curriculum, acknowledging and respecting each child as they explore a child-centered environment at their own pace.

We want every child to feel known and respected, recognizing that the parent is the child's first and most important teacher in life. Our center values a child's family and their culture. When children gain confidence they increase their abilities to be self-directed, self-evaluating, and self-respecting. In our center, we strive for each child enrolled to continue to develop respect for the rights of others, to use their creativity without embarrassment, and to develop their ability to communicate ideas effectively. Children in our center will actively learn through play and exploration while continuing to be engaged in relationships with peers and with responsive-caring adults. ECLC provides a rich environment where children explore independently or choose structured activities at the various learning centers offered in each classroom.

Children play an important role in the development of Creative Curriculum. By observing children interacting in the classrooms, we are able to build on their interests and ideas to implement consistent and ongoing developed curriculum. Our program has an established classroom environment in which children are encouraged to make choices, try new experiences, and work at their own pace. Children are provided with the opportunity to seek curiosity by asking questions and exploring the answers in challenging but non-competitive ways. We teach and strive to assist them in understanding that at the Early Childhood Learning Center, everyone is a learner and learning is worth the risk.

Adults in our program establish positive personal relationships with the children in our program to foster the child's developmental milestones.

By providing responsive & nurturing care through intentional teaching moments, we are able

to establish routine care allowing the children to learn in a safe environment. We strive to build trusting strength based relationships with our families through a daily partnership.

Anti-Bias Curriculum

We are committed to creating a learning environment for children where every child can develop a strong self-identity and comfort with diversity. Young children begin to notice differences at a very early age. We embrace an age-appropriate curriculum that makes every effort to reflect the Diversity of our community and world in a way that expresses complete respect for ethnicity, gender, age, class, family structure, and physical ability. During the course of the year we:

Present children with material from different cultures and ethnic groups.

Talk about children who belong to many kinds of families, e.g., single parent, blended, nuclear, extended, adoptive, gay and lesbian, and multi-racial.

Present images of women and men in roles that challenge the prevailing stereotypes Include curriculum materials that portray older people and physically challenged people in ways that encourage children to relate to them with respect and appreciation.

In all of our work with children, we begin with the premise that the role of the teacher is to help children explore their world in an open-minded and exploratory way. The teacher presents alternatives, asks thought-provoking questions, and gently guides children to think critically. We are happy to share our resources with you, and/or discuss any ideas or comments you want to share.

Center Capacity, Ratio and Group Size

The ECLC operates under Business Financial Affairs; we serve 69 children ages 2 to 12 years. Where the Rainbow Center serves 24 children ages 4 weeks to 36 months.

Our centers follow WAC 110-300-0356 Center capacity, ratio, and group size. Each classroom operates under the following the maximum group size and ratio of center staff members to children.

DCYF guidelines

Infants (birth through eleven months of age) with a:

- Maximum group size of eight with a ratio of one staff to four children (1:4); or
- Maximum group size of nine with a ratio of 1:3.

Toddlers (mixed age group twelve through thirty six months of age) with a:

- Maximum group size of fourteen with a ratio of 1:7;
- Maximum group size of fifteen with a ratio of 1:5.

Preschoolers (thirty months through six years of age who are not attending

Kindergarten or elementary school) with a

Maximum group size of twenty with a ratio of 1:10; and

School-age children (five years through twelve years of age who are enrolled in or attending

Kindergarten or elementary school) with a maximum group size of 24 with a ratio of 1:15. Per

Licensing there is a max group size of 30; our capacity is 24 due to room size.

Admission and Eligibility

Non-discrimination Policy

The ECLC is open to all families. WAC 110-300-0030

Nondiscrimination.

(1) Early learning programs are defined by state law as places of public accommodation that must:

(a) Not discriminate in employment practices or client services based on race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, or ability; and

(b) Comply with the requirements of the Washington law against discrimination (Chapter 49.60 RCW) and the ADA.

(2) An early learning program must have a written nondiscrimination policy addressing at least the factors listed in subsection (1) of this section.

ECLC Admission and Eligibility

Registration priority is reserved for children of CWU students who are enrolled for at least 6 credits. The remaining spaces will be filled by Faculty/Staff parents. In order for children to attend, there must be a vacancy in the classroom meeting the child's developmentally appropriate age group to be considered for admission. Children who attend must be at least one month of age. Once

a child is enrolled (not on a quarter to quarter basis) they are able to remain in the program up until their 13th birthday as long as the parent is still enrolled as a student or considered faculty/staff of Central Washington University. Children enrolled in the Rainbow Center, will receive priority enrollment at the ECLC when they are age appropriate to make the transition.

If an enrolled child has a sibling of age, they will be given priority enrollment if and when the vacancy is available. If a family owes payments from previous quarters, they will not be guaranteed placement for the following quarter until the account becomes paid in full.

Faculty /Staff

If your child is enrolled and you are a Faculty/Staff of Central Washington University, you may choose to use the Payroll Deduction process to pay for childcare expenses.

Student Parent

At the end of each quarter you will be provided with a new quarterly contract form, which provides you space to declare your needs for care for the new quarter. Contract charges are sent over to your student account after you sign and then you are responsible to pay the charges before the next quarter begins.

New Families

New families will be selected and enrolled into the program with priority of the date they put their child on the waitlist. This is conditional that space is available in the Childs' appropriate classroom. The child's parent must be a Student, Staff or Faculty.

Enrollment Process

At the time of enrollment with our program you will be provided an opportunity to meet with the Director, Michelle Hill or Assistant Director, Brittany Tyler. During this time you will receive a welcome to the center, program information and a tour of our center and classroom that your child will be attending. This is a great time for you to ask any questions you might have. Upon enrollment you will be provided with an enrollment packet. This is your responsibility to fill out correctly and provide the necessary information. Your child may not begin the program until all paperwork is returned and completed. If there are concerns regarding your enrollment paperwork,

please ask to speak with Michelle Hill or Brittany Tyler to discuss possible warranted exceptions.

The following is a list of necessary paperwork to be completed by the parent upon enrolling a child in the ECLC program. Licensing and ECLC require a large amount of paperwork. It is the Parent/Guardian responsibility to fill the paperwork out correctly and honestly.

Registration Form

Could we find you in emergency form

Quarter to quarter form

Info update form (annually)

Confidentiality form

Health History

Certificate of Immunization Status

Permission Form

Photography release form

Documentation of Well Child Physical Exam form (not required for school agers)

Family Handbook Signature Page (See Appendix A for form)

Emergency Contact Information form

Disaster Contact form

Classroom surveys

Sunscreen form

CWU photo release form

Conference info form

Every fall is an EIEA form, enrollment income eligibility application for OSPI/CACFP food program

Annual non prescription authorization

RAINBOW ONLY:

Ointment form

Formula/bottle/breast milk form

Legal Matters

Any children that are currently involved in restraining orders or have a Parenting Plan that may affect their enrollment/parental visitation at the ECLC must have documented paperwork or copies of such orders, which must be supplied to the Director at the time of registration, or as such info arises. All matters will be kept in the strictest confidence.

Daily Requirements

Daily Sign In and Sign Out

Use your phone/device. Keep up on the updates, that will be very helpful. You will find a QR code in the entry taped to the window and wall to check your child in with the Brightwheel app and use your 4 digit code and electronically sign your child or children in and out. There is an attendance sheet in each classroom for you to manually sign your child in and out as well. Attendance records must be signed with the full signature of a parent, guardian, or parent-delegated person for each arrival and each departure from the center. A child must be 12 years of age or older to be able to pick up a sibling or pre-arranged babysitting for a child attending the center. This is a serious requirement—not only because it is how we are reimbursed, but for the protection of your child. We assume responsibility for your child from the time they are signed in and until they have been signed out. On a daily basis you must sign your child in and out, please say “Goodbye” to your child upon your departure. It is not healthy or fair to your child for you to sneak out of the classroom. The establishment of a routine is important for your child.

On-site Responsibility

ON-SITE: When a parent or other designated caretaker is on-site, said person is responsible for the supervision of the child.

Release Authorization

RELEASE: Children will only be released to persons authorized on the Emergency Information form or on the ‘Today Only’ form. Persons other than the custodial parent must provide. ID (Driver’s License) to lead staff or reception before being allowed to take the child from the ECLC or Rainbow Center.

Your child will not be released to you if the Lead Teacher determines that there appears to be

signs of impairment in judgment to adequately care and safely transport your child (ren) from the Center. The local Child Protective Services (CPS) and/or the CWU Police will be notified as needed to assist you and your child (ren) in being safely transported home.

Attendance

Please message on BW if your child will not be attending on any day they are registered to be in attendance. All parents will sign a contract with the University for child-care during the current quarter. You will pay for your contracted days/times during the following absences:

(These are just examples)

Child illness

Dental, doctor, or therapy appointment

Quarantine

Family emergency (death, funeral, car accident, court appearance, sibling illness, etc.)

Court ordered visitation with absent parent

Car trouble

Visitation with/or from relatives

Vacation

What to Bring and What to Wear

Disaster Supplies (to be kept separately in case of disaster)

Socks

Underwear or diapers

Shirt and Pants

Small Treasure

Photo of child with family (optional)

(All items need to be in Zip-Loc bag labeled with child's name, parents name and phone number)

Your child will also need the items listed below for their cubby. Please bring them with you on your child's first day:

Extra set of clothes; pants, shirt, underwear, and socks or diapers (make sure clothes are labeled with your child's name).

If your child is at Rainbow, please bring at least 2 extra sets of clothes to be kept available at all times.

Children must wear closed-toe shoes daily and socks are required to be worn at all times, as we do not go barefoot in the classroom or outdoors. Infants at Rainbow are okay to be barefoot.

Jacket and boots as needed. Winter weather requirements: Snow pants, snow boots (ones lined with insulation, different from rain boots), winter coat that closes properly, hat and gloves or mittens that are water-proof. All should be labeled with your child's name.

What Not To Bring

Toy guns, weapons, and are not allowed at the center.

Generally toys, stuffed animals, dolls, workbooks, gadgets, etc. are not allowed unless the item in question has specifically been requested by the teacher, because it pertains to the theme being studied. Example: Toy dinosaurs to support a dinosaur theme.

No gum or candy.

ECLC: No pacifiers or bottles.

Rainbow: Pacifiers are permissible for infants and during nap time for young toddlers only at the Rainbow Center.

Clothing and What to Wear

Your child will be actively playing all day long. Our environment includes sand, water, play dough and tempera paint. You can count on one thing—your child's clothes will show evidence of your child's learning and experimentation. Comfortable play clothes that you don't care about getting dirty or stained by paint are the best choice. Consider ease of diapering for younger children, and clothing that allows independent toileting in older children (e.g., pants that are easy to pull up and down). Please have a couple of extra changes of clothing in your child's cubby so we can change clothing as needed to keep children comfortable and dry. Please label all clothing with your child's

name.

We maintain a limited supply of extra clothing to put on your child as needed. Please wash and return promptly. We also encourage replenishing our supplies as your child grows out of their clothing. The center is always in short supply of underwear and socks.

Sturdy, closed-toe shoes and safe shoes (flat rubber soles are the best) are important for children who are spending their day climbing, balancing, running, and riding trikes or bikes. Avoid party shoes, flimsy sandals, or boots with heels that might cause slipping or tripping.

For ECLC: Socks must be worn to school daily, as children do not wear shoes in the classroom at ECLC, nor do they go barefoot in the classroom. Children may wear slippers in the classroom.

Health and Safety

To maintain a healthy classroom environment, all parents and children wash hands when entering the building in the front bathroom.

Health Requirements for Admission

Child Care Center health regulations are determined by DCYF, and the State Department of Health. We ask your cooperation in meeting the following requirements, for the protection of everyone:

Verification of your child's immunizations (or a signed waiver form) must be on file before your child can attend. Immunization records must be kept current while your child is enrolled. If a child is not current on all immunizations; there is a seven (7) day grace period to fulfill necessary immunizations. If needed immunizations are not completed within seven days, the child in question can no longer attend the Center. Please see the Appendix C for the Immunization requirements.

Rainbow Center: You are required to keep your child's immunizations current and up to date. A Well Child Physical Exam for your child signed by a licensed physician is required within 30 days, and will be good for one year from the date of the exam. Children attending Public grade school are not required to have this form.

Registration/ Health History includes any known or suspected allergies pertaining to your child, and must have allergic reactions/symptoms listed and what to do if such a reaction occurs. Any food/lactose intolerance must be documented by a physician and have the reason stated for the intolerance, document the symptoms and the length of time to avoid/abstain from stated item.

The form needed for this is the Individual care plan.

Keeping Everyone Healthy

We want your children to enjoy themselves here, and this is difficult if they are sick. Children should come to school only when healthy. Please use our guidelines to identify when your child should not come. This is in your child's best interest and also protects other children, teachers, and adults from unnecessary exposure to illness. The Keep Me Home If . . . is in Appendix "D" for your reference.

We are required by licensing to make an informal health check as each child arrives at the Center. The teachers will observe children and may determine that a child is contagious or seems not well enough to be here. Children should be well enough to engage in all activities, including outdoor play. If your child is under the weather or lethargic, uncomfortable, or irritable to be here, you may be asked to give her or him the special attention and care needed at home, regardless of whether any or all of the sickness policy criteria are met.

We know that this causes parents a great deal of stress when they have to miss classes or work due to children's illnesses. However, you can anticipate that children may experience more illness during their first year in a group setting. We encourage you to find a back-up caretaker or network now for emergency situations when your child is sick.

Please call us if your child has a contagious disease. We notify parents when children have been exposed to a highly contagious disease such as strep- throat, conjunctivitis, chicken pox, etc. by Brightwheel App and on sign in sheets in the classroom.

Medication Management

Medication will only be given with prior written consent of the child's parent/legal guardian. Fill out the Medication/Treatment Authorization for Early Childhood Learning Center.

WE DO dispense Non-Prescription medications.

Prescription medication must only be given to the child named on the prescription. Prescription medication must be labeled with: child's first and last name, the date the prescription was filled, the name and contact information of the prescribing health professional, the expiration date, dosage amount, length of time to give the medication, and instructions for administration and storage.

Nonprescription (over-the-counter) medication must be brought to the early learning or school-age program by the child's parent or guardian in the original packaging with expiration date and labeled with the child's first and last name. It must only be given to the child named on the label provided by the parent or guardian. Instructions on the label must be followed, unless the parent or guardian provides a medical professional's note.

If the packaging label does not include expiration date, dosage amount, age, and length of time to give the medication, then written authorization from a health care provider with prescriptive authority is required, as well as the written and signed consent from the child's parent or guardian. This includes: vitamins, herbal supplements, fluoride supplements, homeopathic or naturopathic medication, and teething gels or tablets (amber bead necklaces are

prohibited).

Medication may be given only when the health professional lists specific parameters, such as “give 1 tablet every 4 hours”.

Sunscreens will be provided by the parent for their child’s use at the center, and a sunscreen authorization must be signed before administering.

Only Lead Staff are authorized to administer medication. Student staff do not administer meds.

All medications brought to the center must be stored in a locked area, please make sure no medications remain in the child’s cubby or other personal areas, as this is a danger to other children.

Sunscreen

No aerosol sunscreens allowed. Children spend a great deal of time outdoors, and it is important to provide protection for their skin. Parents are asked to apply sunscreen on children at home or upon arrival at the center. Dressing children so that clothing covers the majority of their body will also help address concerns about sun exposure. (Example: Cover shoulders with capped sleeves versus thin straps or tank top straps.) We will apply sunscreen later in the day, using sunscreen rated at SPF 30 that parents have provided for their child. Sunscreen must be provided in the original container labeled with your child’s name. Parent or Guardian must sign a sunscreen authorization form before we will administer sunscreen on your child.

Child Illness

Child health will be monitored daily through informal staff observation. Staff may gather information in a more structured way as in taking a child’s temperature or monitoring stools.

Children must not attend or must leave the center with:

100.4 *F or higher fever AND who also have one or more of the following:

Diarrhea

Sore Throat

Earache

Rash

Show signs of irritability or confusion

Vomiting on 2 or more occasions within the past 24 hours

Diarrhea: 3 or more watery stools within a 24-hour period or 1 bloody stool ☒ Draining rash

Eye discharge or pinkeye

Children can be readmitted after:

Medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment

Fatigue that prevents participation in regular activities

Open or oozing sores, unless properly covered, or 24 hours have passed since starting antibiotic treatment

Lice/nits and scabies

Communicable Diseases will be reported to the local/state Health Department as required.

(See list in Health Care Policy for the Early Childhood Learning Center, located in the Reception area in a red binder.) Immunizations must be current within seven (14) days of enrollment or have a

Parental signed Exemption (In the case of exemptions, should an outbreak of a certain disease occur that the child in question has not been immunized against, that child cannot attend the center until the Health Dept. rules there is no longer a threat to that child attending childcare again.) If

Immunizations are not on file within seven (14) days of the child's enrollment at the ECLC, the child will not be able to attend until all necessary documentation is on file.

Parents will be notified to pick-up an ill child, contact will be made from information on Registration or Can you find me form and emergency forms. Ill children will be cared for in an area separate from other children until released from care. Child symptoms will be shared verbally and/or written with families. Communicable diseases will be reported to the local health department, and all parents will be notified so they can take appropriate action to protect their children.

Medical Emergencies

Every parent must have Consent to Medical Care and Treatment of Minor Children on file the first day his or her child is at the center.

When emergency medical treatment is needed:

A parent/guardian will be notified.

Staff will utilize first aid skills as necessary and call 911 as needed.

The injured child will be transported by ambulance to the Kittitas Valley Community Hospital Emergency Room.

Emergency forms and the child's file will be taken.

A lead staff member will remain with the injured child until parents arrive.

An Incident report will be completed, filed and a copy given to the family

DCYF Licensor will be contacted with the details of the emergency.

The ECLC will extend forms for insurance coverage from the University's policy to the parents.

For minor emergencies:

Staff will utilize first aid skills as necessary.

Staff will contact the child's family as necessary.

An accident report will be completed, filed and a copy given to the family.

Incident form completed.

Early Childhood Learning Center will use for emergencies:

Kittitas Valley Community Hospital

(509) 962-9841

603 South Chestnut

Street Ellensburg, WA 98926

For questions and general information regarding health concerns: Kittitas

County Health Dept.

Kittitas County Public Health

507 N. Nanum Street, Suite 102

Ellensburg, WA 98926

509-962-7023 office

Fax: 509-933-8246

Emergency Plan

We have an emergency plan in the event of fire, earthquake, or some other disaster, which is coordinated with the University's emergency response plan. If there is a major disaster, children will be cared for on-site if it is safe. In the event of a large-scale disaster or one that might persist for some time (for example, a large earthquake or a major fire), we would evacuate to the playground area located to the South of the center. Rainbow would evacuate to Nichol森 Pavillion. We have first aid supplies, food, water, temporary shelters, and diapers on hand if children need to remain under our care for an extended period of time. Contact Ellensburg Police or Campus Police as warranted 963-2959. Monitor radio stations KXLE 95.3 FM and KQBE 103 FM for additional information.

The ECLC Emergency Preparedness Plan is available at the reception counter. Due to the high cost of providing a copy to each family, we will only have it available on site, on our website and via email. When you enroll your child, you will be asked to complete an Emergency Contact Information Sheet for Use in a Major Disaster Only in addition to a regular Emergency Information Authorization. You can list additional people authorized to pick up your child who you would not be comfortable listing on your child's regular Emergency Information Authorization. It is encouraged that everyone has a "family plan" to include meeting locations, out-of-state contacts, e-mail addresses, and alternative arrangements. Listing an out-of-state contact (since local phone lines are often bogged down) is helpful so that we can get information to you if you are unable to get to our site.

In the event of a disaster, parents are asked to pick up their children as soon as possible. Should the

campus be closed, parents will be admitted to pick up their children and sign out procedures will be followed. If you send another adult to pick up your child, he or she must be on your child's regular emergency list of the emergency contact sheet for use in a major disaster only and must have an ID. Please make sure to keep your child's emergency list updated at all times; come to the office if you need to make any changes, to the address and phone numbers or emergency contact persons. Staff will remain with children until all children have been picked up by the parent or by the emergency contact.

Each month we have fire drills to keep staff and children prepared for an emergency. Teachers are trained in CPR and First Aid. Our center is also equipped with fire extinguishers, as well as, a fire alarm system with built in emergency lighting.

Quarterly we hold Disaster Drills to prepare staff and children for a variety of disasters. Rainbow Center evacuates outside Michaelsen Hall through the east door and will walk or use cribs for evacuation to a large grassy field by Hogue Hall. The Rainbow Centers Disaster Policy is available to you at the sign in/out counter.

Animal Health, Management and Sanitation:

Veterinarian Consultant: Dr. Mike Fuller

Ellensburg Animal Hospital

1800 Vantage Highway

509-925-2833

1. When handling animals, children and staff will wash hands before returning to other classroom activities.
2. Advance notification to parents in writing that animals will be on the premises and the potential health risks associated with the animals will be prepared in advance of the animals visit. •
Include the need to address the needs of children with allergies to animals.
• Signed document from each parent stating they understand the potential health risks of bringing pets into the classroom.
3. The pet container/cage will not be in corridors, entryways or where children eat, sleep, and play.

4. If dogs or cats are visiting the ECLC, proof of a current rabies vaccination must be available before the scheduled visit.
5. Children will spend time with the pets in small supervised groups consisting of three to four children.
6. Those children who have allergies to a specific pet will be notified in advance of the pets visit and have the option of coming in at a later time, playing in a different area or joining a different classroom for the time the pet is on the premises. Upon the pet leaving the ECLC, the area where the pet was will be vacuumed, wiped down or other measures taken necessary to maintain a clean floor or table surface.
7. The ECLC will not have a live-in pet, although we will offer short educational hands-on visits from animals as they pertain to the themes used in the curriculum.
8. All teachers will instruct children and support staff on the safety issues in handling all pets, feeding and caring for them and the necessary hygiene precautions that need to be taken.
9. No pet will be allowed access to the ECLC if they are showing signs of illness. Animals that typically bite or show other aggressive behaviors will not be allowed.
10. Reptiles and/or amphibians must be in an aquarium or other totally self-contained area except during educational activities involving the reptile where lead staff will be in charge of such activity. No child under the age of five can physically handle reptiles and/or amphibians.
11. The pet area(s), container/cage will be cleaned by lead staff or student staff as directed by lead staff, all should be cleaned and disinfected at least weekly and more often as needed.
12. The pet(s) will be fed by lead staff or student staff as directed by lead staff. All food will be kept out of reach of the children, and animals will be fed as directed by the owner. All food will be supplied by the owner of the animal.

Pesticide Compliance

1. The CWU Facilities/Maintenance Department will be the primary user of pesticides at the ECLC. The staff at the ECLC will use minimal pesticides to maintain a healthy, bug (ants, bees, etc.) free environment and will only spray for bugs in the evening after children have gone home or late

Friday evenings for the weekend.

2. Pesticide will be used on the playground areas as needed to maintain a healthy, clean and aesthetically pleasing environment for the enjoyment of children.

3. Notification of pesticide usage will be given to parents/guardians and any other interested parties (residents of Brook Lane Apartments) forty-eight hours in advance of the application and when possible the application of pesticides will be done on Friday afternoons or when the ECLC is closed for breaks.

4. A written record will be provided to the ECLC from the Grounds Department or Facilities Department within 24 hours of the application; of which these records will be kept on file at the ECLC in the Reception binder.

5. A marker will be posted on the surface(s) where pesticides have been used outlining the application procedures and the duration of affect the pesticide has concerning children's activities in those areas affected.

Daily Routines

Arrivals

Beginning the day in the center is an important time for both children and parents. We know that for many of you, separating from your child may be a new experience. Leaving can be difficult and cause strong feelings for both child and parent. Children learn to separate positively in developmental stages with caring adult support. A teacher will greet you and help you both with this transition. Teachers will help you with a gradual separation plan when you are first getting started, and if separation becomes difficult at other times. Please let us know if there are any special things we can do to assist your goodbyes. Feel free to stay with your child until you feel comfortable leaving. Parents help children to separate when they are able to trust that their children will be safe and cared for while they are away. Always say goodbye when you leave, so that your child can trust that you won't just disappear. Be assured that if your child cries or is unhappy, one of the staff will stay with your child until he or she is busy and involved. Feel free to call anytime during the day to see how your child is doing. Communication with parents occurs on an on-going daily basis. Therefore,

parents should always know how their children are adjusting. When parents and/or teachers feel that behavior or another issue is not improving, meetings may be scheduled with the Director, parents, and other appropriate staff.

Departures

The end of the day is often a very busy time for families. We encourage you to plan to arrive early enough to spend a minute talking with your child's teacher or to engage in an activity with your child. Your child may want to show you some of the day's activities or play a while with you there. Encourage your child to finish what he/she is doing and to do any cleaning up or putting materials away if needed. Arriving with enough time to spend a few minutes together at the Center can help make an easier transition to home.

Meals and Nutrition

We provide highly nutritious, appealing breakfast, lunch and afternoon snacks. Parents coming into the Center often comment that the wonderful aromas coming from the kitchen make them hungry and make them wish they could stay! Family style eating allows the staff to sit with children during mealtimes to serve as role models and to encourage healthy eating habits. We participate in The Child & Adult Care Food Program and follow all CACFP guidelines. We emphasize whole grains, milk and avoid processed sugar when possible. Milk is served at breakfast and lunch, and water at snacks. We attempt to provide meals from a variety of ethnic backgrounds reflecting the diversity of our families. Menus are rotated through a cycle, and are available to you on a weekly basis and are posted in the classrooms and on staff boards outside the kitchen.

Nutritious meals are currently funded in part by the State Superintendent's Office of Public Instruction program for Child and Adult Care Food Program Services. Currently we are providing breakfast, lunch and an afternoon snack.

The ECLC provides the following meals and snacks:

Breakfast from 9:00 a.m. to 9:30 a.m.

Lunch from 11:30 a.m. to 12: 00 p.m.

Snack from 2:45 p.m. to 4:00 p.m.

There is a WAC snack, not associated with CACFP, that is served at 4:30 pm.

All meal/snack menus will be posted and will run on an 11-day cycle.

All food substitutions will be of equal nutrient value and recorded.

Menu lists specific types of meats, fruits, vegetables, etc.

A record of foods served will be kept on file for at least six months.

Food allergies will be posted and remain confidential where staff can readily see the list.

Children will be provided food at intervals of 2 to 3 ½ hours apart.

Meal patterns will be followed as outlined in child care center rules, WAC 388-150-240.

Rainbow Center provides the following meals and snacks:

Breakfast from 9:00 am to 9:30 am

Lunch from 11:30 am to 12:00 pm

Snack from 2:45 pm to 4:00 pm

WAC snack at 4:30

Or as needed when awake from naps

For meal counts, children must be seated at the table and offered each food twice before they can be counted. Thus, we do not offer food 'to go' for those children leaving before a meal is served.

Any allergies or special dietary concerns need to be addressed with the Director/Kitchen upon enrollment in the ECLC.

If your child has specific food allergies, we will work with you to make those accommodations. In order to do this, we must have a form from the child's doctor specifying the nature of the allergy, the reaction, and length of time involved. We will supply appropriate substitutions to food and beverages for a child who has allergies or whose doctor recommends dietary restrictions. When we have that form completed we will implement it.

Drinking liquid milk (cow's milk) at meals is a requirement for children in the CACFP. Any variation from this requires a Doctor's signed recommendation addressing concerns and length of time to avoid milk. Whole milk for ages 12 - 24 months and 1 percent or non fat for 24 months-12 years old. If a parent preference for milk for their child is needed, we will need an individual care

plan signed and on file and shared with the cook and all staff so everyone is aware.

Office of Superintendent of Public Instruction Child Nutrition

Services Procedure for handling complaints of discrimination:

https://www.k12.wa.us/sites/default/files/public/equity/discriminationcomplaint/discriminationcomplaints_english.pdf

<https://www.k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination>

Discrimination, Discriminatory Harassment, and Sexual Harassment

Dispute Resolution OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Equity and Civil Rights Office Page 1 of 6 In Washington State, each student should have equal access to public education without discrimination. If parents, school staff, or community members believe that a student has experienced discrimination or discriminatory harassment, there are steps they can take to resolve these concerns and eliminate the conduct or conditions that led to the problem. Discrimination is the unfair or unequal treatment or harassment of a person because they are part of a group, defined by law, as a protected class. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law.

These groups are protected classes under Washington State law:1 Race and color Sexual orientation National origin Gender expression Religion and creed Gender identity Sex Veteran or military status Disability Use of a trained dog guide or service animal Discriminatory harassment is harassment based on a protected class. It can take many forms. Threats, name-calling, derogatory jokes, physical assault, or other conduct that is physically threatening, harmful, or humiliating could be a few examples of discriminatory harassment. Staff in the Equity and Civil Rights Office at OSPI can answer questions about rights and

responsibilities under civil rights law and what you can do to resolve concerns about discrimination in your child's school. Be aware that we do not provide legal advice or advocate on anyone's behalf. Phone 360-725-6162 | TTY 360-664-3631 | equity@k12.wa.us Talk to Your Civil Rights Compliance Coordinator.

Birthdays

Although we try to keep celebrations low key, we know that birthdays can be a very significant and exciting time for children and families. Please see Addendum for our Birthday policy.

Naps-ECLC

We help children rest and/or sleep during a daily rest period for all children at the center. The nap/rest period is included on the posted schedule in each room. Each child has an individual labeled cot/mat, sheet, and blanket (either from home or provided by the center). If your child has a security toy for nap/rest times, such as a small stuffed animal, you may send it along. (Only to be used at rest/nap times and please label with child's name) All blankets will be kept in individual cubbies, so please check on the size of blanket that will fit. Teachers will help your child to relax and feel comfortable. All children will participate in a nap/rest period. Such a period could be shortened as needed, or some children may participate in quiet activities after a resting period. Licensing requires that all children be helped to rest each afternoon. Our current rest time begins at 1:00 pm. Children will wake up on their own as they need. Blue, Yellow and Green rooms may have quiet activity on their mat. We will not wake a child after they have fallen asleep. Snack arrives to the classrooms at 2:45.

Blankets and sheets are washed weekly.

Rainbow Center- Naps

Infants at the Rainbow Center nap on their own schedule until they are ready to transition to toddler nap time.

Toddler naptime: Toddlers nap on cots following lunch, approx. 12:00 and sleep as needed.

Other times as needed by the child.

Discipline/Self-Discipline

Each of us has strong beliefs about what is important for children, and at times these beliefs may differ.

We want to create an atmosphere of mutual respect and partnership between parents and the ECLC staff. Learning to get along with others is a process of growth throughout our lives that takes the support and guidance of others. We are committed to providing that guidance for children in our care in ways that support our, and hopefully your, goals for children.

To foster positive self-concept and self-esteem.

To develop social skills.

To respect and value diversity.

To develop skill and independence in caring for themselves and, ultimately, their world.

To facilitate the development of self-control.

Within a supportive and safe atmosphere, and as part of our daily curriculum, we foster the development of self-discipline in children. We aid children in expressing their feelings and help them develop problem-solving skills and conflict resolution skills. If an individual child is having difficulties in the group setting, teachers observe and assess the behavior and plan ways to help the child.

Redirection is a first step in disciplining, followed by problem solving, removal from the area if the child is not able to choose better choices. The teacher will discuss with the child why they are being removed from the area. Then the teacher will follow up with the child and have a conversation about different choices the child might make the next time.

We invite parents to be partners in the process as we share our information and insights about your children with the staff. Any discipline carried out at school should not be continued at home. We will share with you the discipline issues and ask for your support through conversations with your child and discuss with the child what they could/might do differently. We will also not honor discipline issues from home coming into the Center. School needs to be separate from home, e.g., if you take away bike-riding privileges at home, that discipline should not extend to the bikes at

the center.

At no time shall any adult in this center, staff or parent, physically harm a child, use verbal threats, or speak to a child in a way that is disrespectful and may lower a child's self-esteem. The staff will not, at any time, use physical, emotional or verbal abuse. Under no circumstances will children be neglected, frightened or humiliated.

If difficult or challenging behaviors persist, parents or guardians may be required to meet with the Lead Teacher or Director. After a discussion is held with parents, the ECLC may give notice for either a resolution or termination of services. If the ECLC feels that there is an extreme problem, the child may be expelled immediately from the program. Every attempt will be made by the ECLC to find a positive solution.

Developmental Learning

Biting

Children in their first three years of age are in a developmental phase that is very oral.

Biting, while not an acceptable behavior, is normal for toddlers and not unusual for two-year olds and preschoolers. It may occur in groups of children just on the verge of fluent language. Biting is upsetting for children, parents, and staff. We deal with it in an appropriate manner that is consistent with accepted practices in the early childhood field. Please see Appendix B, "My Child Did What? Biting," for information on steps our program takes when this problem comes up.

Toilet Learning

We help children learn about body functions as a part of their natural growth experience in a positive and comfortable way. We view diapering as a meaningful learning activity rather than an unpleasant task. It provides a special, close time for the caregiver and child to reinforce their relationship. Parents are asked to bring wipes, diapers/pull-ups from home and to check daily to ensure that their child has an adequate supply. Soiled articles should be taken home daily and may be found in the changing bathroom attached to the rack on the wall and will be labeled with your child's name.

Children can still be in diapers when they enroll. Whether your child is a toddler or a preschooler,

being aware of signs of readiness, and waiting until they appear, will guarantee a more positive toileting experience for your child and you. When you and the teachers agree that your child is ready physically, cognitively, and emotionally, then we can develop a plan together to help your child learn to use the toilet. The process of self-toileting is a gradual one. We suggest dressing your child in elastic-waist pants that can easily be pulled up and down. Developmental issues of autonomy sometimes conflict with a child's continued need for security and nurturance. We know that sometimes a child learning to use the toilet is as big an issue for parents as it is for the children--it is a milestone we are all eager to reach!

Assessment

Assessment of children is the process of observing, recording, and otherwise documenting the work children do and how they do it. We practice "authentic assessment" at the ECLC, which means that we assess children in the process and context of their everyday play and routines. We use assessment as a basis for planning for groups and individual children, planning and implementing curriculum, and communicating with parents. Teachers might document and assess children's development by creating a portfolio for each child that could contain observations, anecdotal notes, collections of children's work, photographs, developmental checklists, and comments and/or observations from parents and other staff.

Field Trips

Our campus provides rich opportunities to learn about the community and the natural world. Similar to outings children take with their parents, these explorations provide children with a chance to expand their perceptions of the world, encourage language development, and enhance sensory motor development. As part of our everyday curriculum, we may take a nature walk. Sometimes, we may walk or ride bikes to McElroy Park, Neighborhood Farm, the baseball fields, or the creek that runs under 18th Avenue. For the older children this might include a bike ride to Dairy Queen or the Japanese Gardens on campus. You will be asked to sign a generic Field Trip Permission authorization slip that accommodates these close proximity walks/rides. Upon occasion, the older children may participate in an offsite field trip where transportation is an issue. You will be notified in advance

and with details of the trip related to transportation, car seats and time frame. A signed permission slip will be required for any child participating in a field trip where transportation is involved. You are encouraged to participate in our field trips whenever you can!

Rainbow Center

Rainbow's field trips will be around campus, and to Kiwanis Park. Field trip walk times are 10-11:15 and 3:30-4:30.

Staff

Teachers selected for their educational background in child development, their ability, their experience, and their commitment to children and families build our high quality setting for young children. We choose people who are warm and nurturing, who understand child development and can apply their knowledge in the ECLC, and who respect children. Our staff values working as a team with each other, with parents, and with students.

All teachers meet or exceed minimum hiring requirements as required by Human Resources at CWU and DCYF staffing requirements. All staff have documented clearance from a Criminal History and Background inquiry conducted by DCYF. Negative TB-tests are on record also. On-going professional development for our entire staff is a valued component of the program, keeping us current in the field of early childhood education. Our dedicated student employees assist our Lead teachers. The Early Childhood Program Specialists and the Early Childhood Program Director and Assistant Director are highly experienced and qualified early childhood professionals.

All of us believe that childcare is a partnership between parents and teachers who value children as individuals and who believe that positive relationships are the foundation for future success.

ECLC and Rainbow center is committed to providing quality care. This means that all of our professional staff and lead teachers must meet the following qualifications:

All of our staff complete applicable pre-service requirements such as a portable background check completed by the Department of Youth, Children and Families, provide documentation of a negative TB (tuberculosis) test, MMR, Tdap for the infant center and have an ECE initial certificate or equivalent and

hold progress towards and ECE short certificate or equivalent.

Family Involvement

Communicate

Communication is the keystone of a productive partnership between parents and teachers.

This is SO important to the quality of a child's experience at the ECLC. Quick information or brief questions can be communicated during drop-off and pick-up times. Times can be arranged for more extensive conversations with teachers outside of the classroom. We try not to talk/discuss issues concerning the child in front of the child, which means we might need to set up a more appropriate time. You can leave written notes for staff at the reception desk. Always try to communicate first with your child's teacher because they know your child the best, if that teacher is not available or gone for the day, please see the Director with your comments/concerns.

Any changes in your child's day should be noted on a "TODAY ONLY" form found on the sign-in table or reception area.

Your child's cubbie in the classroom entrance should be checked daily for messages between staff and parents. Notes about accidents or bathroom schedules/needs are posted on your child's basket in their cubbie or sent to you on BW.

You can expect professional, courteous and respectful interactions with all staff; in turn the same is expected for staff. Parental and/or staff interaction/behavior which disrupts the emotional climate within the center will not be tolerated and dismissal of a family from our center may be warranted due to parent conduct with a staff and or student staff.

Parents are expected to make themselves or others available for contact from the center while their child is receiving care. Emergency phone/cell numbers must be maintained at all times, with the center kept current on new numbers or contacts.

We will do our best to keep you informed about your child's day at school, our curriculum, and our thoughts about your child's growth and development. Please let us know what is going on at home. "Ordinary" events, such as a new pet or a visit from grandparents, can help us shape curriculum around your child's interests and experiences. Some aspects of family life, such as

illnesses or separations, can be hard for children to understand or cope with, and are very important for the teaching staff to know about. If we are kept informed we may be able to help your child think and talk about what is happening. All sensitive family matters are treated confidentially, and discussions are limited to the regular teaching staff.

Family members are always welcome at the center during all hours of operation. Please follow the children's schedule and allow them to interact in the classroom as they normally would. Please remember staff are here to monitor the activities of your children and ensure safety throughout the classroom and not to talk with parents about classes, weekend activities, etc.

Parent Conferences/Intake Meetings

Intake meetings are conducted by the lead teacher prior to the child entering the program and offered two times a year. This is a time for parents to share pertinent information and for parents to ask questions and become familiar with policies and philosophies. Tours will be given of the center by a staff member.

We will hold a conference any time you or the teachers request one. Conferences provide uninterrupted time for you and a teacher to focus on your child's growth and development, and time to share information, concerns, and goals.

WAC 110-300-0065 School readiness and family engagement activities. (1) At least once per calendar year, an early learning provider must supply to parents or guardians kindergarten or school readiness materials when developmentally appropriate for enrolled children. (2) Kindergarten or school readiness materials must be the same or similar to resources posted online by OSPI, the department, or other equivalent organizations. These materials may address: (a) Kindergarten transition activities, if applicable; and (b) Developmentally appropriate local school and school district activities designed to engage families.

Newsletters

Classroom newsletters provide resources, news, educational articles, and general information of interest to families in that specific classroom. We love it when family members contribute articles or opinions—it is your newsletter. We will also use the newsletter for teacher

items that are occurring in the classroom and ask you for help or suggestions in meeting the needs of the teachers. Example: Children coming to school without proper clothing for the weather.

Classroom Involvement

We welcome your involvement in the classroom at whatever level you are comfortable. We know you are a busy group of people! Please spend time with us in the classroom whenever you can. Share your ideas about curriculum that would be interesting to your child with the teachers when you talk with them, or jot some notes on the sheets provided in the sign-in areas. If you have a special interest or skill, from singing to soccer, that you would like to share with children, please let the teachers know.

Parent Meetings and Social Gatherings/Events

The ECLC tries to have one event per quarter where parents can meet and get to know other parents and children. These are great ways to get to know staff, network with parents, and discuss topics of mutual interest. We welcome suggestions for meetings or get-togethers.

fall- harvest fest

winter- winter fest

spring- spring fling

summer- summer luau

Work Days and Parent Tasks

We need all the help we can get from families and friends to prepare the center and keep it running in top shape throughout the year. It takes a lot of work to keep the ECLC clean, attractive, and safe. If you notice something that needs attention either in cleaning or in repairing, please bring it to our attention and we may solicit parental help in getting it done. We need to keep maintenance costs and repairs to a minimum, so if you have any skills or expertise in repairs, we can always use them to put a wheel back on a bike, or work in the garden etc. As we work together on the environment, we also build community.

Program Evaluation

Yes, really—we want to know how we are doing! Your feedback is essential, and will be

discussed by the staff in evaluating the year and planning program improvements. Drop us a note or we might provide you with a questionnaire to fill out.

“I Have A Problem – Where Do I go?”

At the ECLC, we really value your feedback. We all need to hear positive feedback as well as what we could be doing better. We encourage you to come and talk with our teachers and Administrators anytime, even about the smallest of your concerns. When possible, we encourage you to address your concerns directly with the person you are having an issue with, but we realize that is not always comfortable or that you may not reach a resolution that is satisfactory. Times can always be arranged for more extensive conversations with teachers outside of the classroom. There are many other ways that you can share your ideas, questions, concerns, complaints, and feedback with us.

If a problem arises regarding the policies, program, staff, physical environment, or any other aspect of the ECLC, including health and safety issues or your child’s teacher(s), the following choices are available:

-Program Director, Michelle Hill (509) 963.1862, michelle.hill@cwu.edu

-Assistant Program Director, Brittany Tyler (509) 963.1744, brittany.tyler@cwu.edu

-DCYF in Wenatchee, the Childcare Licensor, Corina Villarreal

Child Care Center Licensor, 509.314.1882

-Michelle’s Direct Report;

Executive Director of Auxiliary Operations,

Joseph Pearson 509.963.1580

Joseph.pearson@cwu.edu

If they are not immediately available, they’ll set up a time to talk with you.

We always encourage you to bring any complaints and concerns about the health, safety, and welfare of children you may have to the staff of the ECLC. You always have the right to contact Licensing if you feel we have not adequately addressed your concern.

Campus Resources:

Frequently Asked Questions (Nitty-Gritty)

Have a question about your child's enrollment or attendance? Talk to Michelle Hill, Director

509.963.1862 or michelle.hill@cwu.edu

Have a question about your contract? Michelle Hill, Director 509.963.1862.

Want to pay your bill? All payments are made at Student Accounts in Boullion Hall.

Doing your taxes? The University's EIN# is 91-6000-618.

Can my child stay later today? Talk to Lead Staff and get approval.

Can my child come today when he/she doesn't normally come today? Talk to Lead Staff to get approval.

"It's snowing/raining today; you won't be going outside will you?" YES, we go outside daily as required by the State WAC's.

Research Involvement of Children

The ECLC supports the research of educational activities of the academic community. We engage with Family and Child Life Program and have several Practicum students each quarter at both sites. Most research projects are observational, while some involve interaction with children or families. ECLC provides internships in professional development in various programs. No child will be involved in a research project without parental consent.

Billing and Payment for Student Parents

The ECLC is a fee generating, self-supporting service. When the Center is open, we must pay staff and operating costs. Therefore, if you have contracted a space for your child, the contract fee must be paid whether your child is present or absent during the contracted period. Your contract is a five-hour block of time, 7:30 a.m. to 12:30 p.m or 12:30-5:30, For any time beyond or before 12:30 p.m. you will be charged at the daily rate. Hourly charges are posted to your student account as will the contracted time. At the end of the quarter, you may owe a little more because you exceeded your contract.

Summer Schedule Block Time:

During the summer you can attend 2-5 days a week or half days or full days. Your child can attend

for the full session or six week session. Hours are 7:30-5:30.

All parents sign a contract with the University for Child-Care Expenses at the ECLC. The contract will be posted to your student account.

Contracted times vary at the Rainbow Center for infants and toddlers; the minimum number of days of attendance is two.

There is a \$1.00 charge for each minute a child is at the Center after the designated daily closing times. These charges will be posted to your CWU account.

Rates are subject to change if costs of operations dictate such action; contact Director for current student and faculty/staff rates.

The ECLC program is supported by funds from parent fees, Student and Activities Fees (S and A) and grants. ECLC does not accept assisted payment from other resources such as DSHS or People to People and Working Connections.

Student parent contracts:

If after enrolling and after a period of two weeks has passed, if you choose to withdraw, you will be responsible for the entire amount of your contract with the ECLC.

Child Abuse (Mandated Reporters)

Childcare teachers in the state of Washington are “mandated reporters” of suspected child abuse.

Teachers must report immediately to the police or CPS any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, and/or child neglect or exploitation. Like all teachers and medical professionals, if the ECLC personnel observe injuries or behaviors of concern, they are required to report suspected cases of physical or sexual abuse or neglect to Child Protective Services (CPS) for investigation. This is not a choice or a matter of judgment—for the protection of children; we take this responsibility very seriously.

Child abuse and neglect, a problem of growing concern in the State of Washington, as well as throughout the country, is a violation of children’s human rights and an obstacle to their education and development. Educators have a special role in combating child abuse. Teachers and school staff have the opportunity to observe children over a period of time. In addition, the knowledge and training educators

possess allow for skilled observation of a child's behavior and physical condition. Since abused and neglected children are found in almost any school in the state, educators are in a unique position to identify and observe these children who need help and protection.

Beyond violating children's rights, the consequences of child abuse and neglect will remain with a child throughout his lifetime. The violence a child experiences may serve as a model for his/her own adult life. Early detection of child abuse and neglect is critical in breaking this cycle of violence and preventing further physical and emotional damage to the child.

School personnel including teachers, counselors, administrators, school nurses and child care personnel are required by Washington State Law to report suspected incidents of abuse and neglect (RCW 26.44.060 (1)). In doing so they have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor charge.

The ECLC will work with CPS and the families, as appropriate, to ensure the health and safety of children in the program. When a report is made, the ECLC will continue to work with and support the child and family. The report will be treated confidentially. Staff will follow the recommendations of CPS of whether or not to notify parents of a report made to the police or CPS.

Leaving the Program

Please notify us a minimum of two weeks before withdrawing your child from the program. You will be responsible for all fees incurred during your child's enrollment at the ECLC. Refunds will only be made during a change occurring during the first two weeks of school, after that time you will be responsible for all charges.

There will be no refunds if you decide after the first two weeks of the quarter to take your child out of the program.

Expulsion Policy: If a child exhibits behavior that presents a serious safety concern for that child or others; and the program is not able to reduce or eliminate the safety concern through reasonable modification, ECLC reserves the right to immediately terminate your child from the childcare program. Following steps will be taken prior to expulsion

A. review the programs expulsion policy with the parent or guardian of the child

- B. create a behavior plan and SMART goals for the child
- C. Provide a record to the parent guardian about the expulsion and the steps that were taken to avoid expulsion
- D. Provide details of each incident that led to expulsion, including date, time and staff involved
- E. provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child.
- F. ECLC will send an expulsion report to the licensor when the child is expelled.

Expulsion/ Parent Conduct: The center reserves the right to dismiss a family from the program due to parent misconduct, harassing and inappropriate behavior that does not align with the values and vision of ECLC/CWU. CWU supports the Wildcat Way and inclusivity of the whole campus community. The Director reserves the right to refuse immediate service without any notice to families.

Rainbow Center

Infant Care

Infants will be at least one month of age when enrolled

Our infant area has a separate, safe play area for infants

We will furnish a crib and bedding

Infant feeding

When feeding an infant we watch for cues to know when the infant has had enough. We use care when handling infant formula and food to prevent food-borne illness. To provide safe, nutritious food we practice the following:

All breast milk and formula are labeled with the child's name, day's date, time and number of ounces.

When parents provide infant foods, we ask the food be labeled with the child's name and only unopened food may be brought.

No egg whites or honey will be given to infants less than 12 months of age.

No medication will be added to breast milk or formula.

Before preparing formula or food, staff will wash their hands. A separate food preparation sink is provided, away from the diaper changing/hand washing area.

Powdered formula in cans will be dated when opened, stored in cool and dark places. Bottles prepared at the center will be mixed as needed.

Bottles are warmed under warm running water in the sink or bottle warmer; unused formula will be discarded after one hour to prevent bacterial growth. Unconsumed portions of formula will not be re-heated for re-use.

Formula, breast milk or baby food is not heated in a microwave oven, as there is the possibility of a bottle exploding or of hot spots which could result in burning a child's mouth. Microwaving also destroys essential vitamins in breast milk.

Solids are discouraged before 4-6 months of age without health care provider consent.

Chopped safe table foods are encouraged after 10 months of age.

Cups and spoons are encouraged around 9-10 months of age.

A note from the child's health care provider will be required if an infant is to be on limited food/formula intake, diluted formula, Pedialyte, or any type of elimination allergy diet. Bottles, nipples and other eating utensils cleaned at the center will be washed in a dishwasher with a water temp of 150°F

Infants will be held when fed until they are able to hold a cup. Bottles will not be propped.

Bottle-feeding will be discouraged after 18 months of age. Children will not be allowed to walk around with bottles.

All baby food will be provided by parents.

Diapering procedure we will follow:

Wash hands.

Gather necessary materials.

Put on disposable gloves.

Place the child gently on the table and remove the diaper. Use safety devices when required. Child is not left unattended.

Dispose of diaper-disposables in covered container; cloth in a strong plastic bag or double bagged, and sent home.

Clean the child's diaper area from front to back with a clean, damp wipe, new clean one for each stroke.

Apply topical cream/ointment/lotion when a parent's written request is on file only if needed. All ointments must be labeled with children's names and are not shared with other children. (parents supply)

Remove gloves.

Staff will use center-provided wipes to wipe their hands before putting on the child's clean diaper.

Put on a clean diaper and protective pants (if cloth diapers are used), dress the child.

Wash the child's hands and return the child to the appropriate area. (infants-will wipe hands with Parent's provided wipes)

Wash diaper change pad, flip over to the other side.

Disinfect diaper-changing table with soap then bleach.

Wash hands.

List of Appendices

Appendix

“A” Signature Form for reading the handbook

“B” Biting (My child did what?)

“C” Recommended Vaccination Schedule

“D” “Keep me home if

“E” Extra Charges

“F” Outside Food

“G” Birthday Policy

“H” Mixed age group for Red and Toddler Room

“I” No babysitting policy

Appendix A

Kandbook Signature Form

I, _____

(Printed parent/guardian name)

have read the Early Childhood Learning Center Family
Handbook.

I understand the policies and procedures as outlined in the
handbook.

Dated _____

Parent Signature: _____

Parent/Guardian Signature: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Appendix B

MY CHILD DID WHAT???!!!

BITING

Biting can be a common behavior at times with toddlers, but the fact that it is common, developmentally appropriate, and self-limiting (usually stopping as suddenly as it starts) doesn't make it any less upsetting to parents, teachers and children. We thought you might want to know what steps our program takes when this problem comes up.

Toddlers tend to bite during the period when they are struggling with the issue of self-control. A child feeling helpless and powerless may resort to biting in a situation too difficult to handle, or when she/he is feeling frustrated and unable to express feelings effectively in any other way. Although we try to stay calm and matter-of-fact about it and preserve the self-esteem and security of both the biter and the bitee, we do actively address the situation. What do we do?

We try to break the cycle of biting (nothing is as reinforcing as a successful chomp) by preventive measures. We add extra staffing when necessary. We pay particular attention to transition times and to the environment. We "spot" or "shadow" the child who bites to stop the bite before it happens.

We offer substitute things to chew and bite to attempt to "redirect" the impulse.

We provide extra opportunities for sensory exploration. We give children plenty of opportunities to release tension through "tactile" experiences (water play, sand, playdough, etc.) We work to build children's verbal communication skills. "Next time, you can say MOVE!"

Give the message, "It's OK to be angry, but biting people is not OKAY." Adults help to verbalize feelings and suggest alternatives.

Because biting is a part of the young child's normal developmental process, we take a proactive,

rather than a reactive, approach. This means that, while we deal with each biting situation as described above, and at pick-up time will notify parents if their child has been bitten, it is not our policy to discuss with any parent personal information regarding a child other than your own. Biting is an emotional topic! If your child was bitten, you may feel angry. If your child is the biter, you may feel anger, disappointment or embarrassment. We encourage you to share your feelings, and we appreciate your suggestions. We hope you will trust that each biting incident will be handled in a developmentally appropriate and professional manner.

Addendum C

Child Care and Preschool Chart for Parents



Instructions: To see which vaccines are required for child care or preschool, find your child's age and look only at that row going across to find the vaccines and doses needed. Children must meet minimum vaccine intervals and ages to be in compliance. Please talk to your health care provider or child care/preschool if you have questions. Additional immunization resources can be found at <https://www.doh.wa.gov/scci>.

	Hepatitis B	DTaP (Diphtheria, Tetanus, Pertussis)	Hib (Haemophilus influenza 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	3 doses	2 doses	3 doses		
By 16 Months	2 doses	3 doses	4 doses	2 doses	4 doses	1 dose	1 dose
By 19 Months	3 doses	4 doses	4 doses	3 doses	4 doses	1 dose	1 dose
By 7 years or Kindergarten entry	3 doses	5 doses	Not routinely given to children after 5 years of age	4 doses	Not routinely given to children after 5 years of age	2 doses	2 doses

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 civil.rights@doh.wa.gov.

DOH 348-425 October 2020



KEEP ME HOME IF...

I have a fever



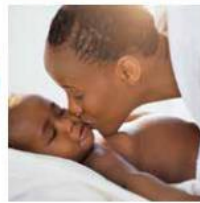
A temperature of 100.4°F or higher, a cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, runny or stuffy nose, sore throat, new loss of taste or smell, or other signs of new illness unrelated to a preexisting condition (such as seasonal allergies)*

I have diarrhea



- 2 loose/watery stools more than normal for child in 24 hours; OR
- Any blood or mucus in stool

I'm just not feeling very good



Unusually tired, low activity level, pale, lack of appetite, cranky, or crying more than normal

I'm vomiting



2 or more times in 24 hours

I have a rash, sores, lice, ringworm, or scabies



- Body rash (not related to allergic reaction, diapering, or heat)
- Oozing open sores or wounds
- Mouth sores with drooling
- Untreated head lice, ringworm or scabies

*Fever threshold has been lowered and new symptoms have been added to align with CDC recommendations during the COVID-19 pandemic.

Questions about when your child is well enough to return to child care? Refer to: Washington Administrative Code (WAC) for Child Care and Early Learning Programs 110-300-0205 for the complete illness exclusion requirements OR CDC guidance for

What to Do If You Are Sick with COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/>



Public Health
Seattle & King County

Child Care Health Program

2008_10155m_COVID-19-keep-me-home-Poster.ai. Updated August 2020.

Addendum E Extra Charges

January 26, 2009

Families of ECLC,

In the past, any extra usage or additional charges incurred by you at the ECLC beyond what your original contract stated would be charged to your account at the end of each academic quarter.

These “additional” charges include late pick-up fees (\$1.00 per minute after closing hours—one charge per family if there is more than one child involved), and extra days or minutes used up and above what was originally contracted for (see hourly rate for each age group, and at Rainbow there is a fifteen minute grace period before the half-day rate jumps to a full-day rate).

In an effort to streamline this procedure, we will now be posting these types of charges at the end of each week. This is being done to ensure that all parents/families are aware of ECLC Center policies when it comes to these types of charges and also to prevent any type of confusion when the quarter comes to an end (i.e., not having holds on accounts for the upcoming quarter registration, and not having to remember what transpired throughout the whole quarter, etc.) If you are leaving the University, your account will be current five business days after the quarter has ended.

If you have any questions or concerns relating to this change, please do not hesitate to contact 963-1744 at the ECLC.

Thank you.

Michelle Hill

Director

Addendum F Outside Food

NEW POLICY

12.2012

*We do not want any outside food/drinks brought into ECLC and Rainbow Center by children/families.

*Parents/adults at the Rainbow Center are only allowed in the toddler/infant/early toddler area. No other children are allowed inside the gated areas. (We know siblings like to go in the area with them to drop off so we are asking for them to stay outside the gate or waiting on the blue bench).

We are trying to cut down on illness/sickness in the Rainbow Center and do not want children that are not attending the center touching the toys.

Thank you and we appreciate your understanding.

ECLC/Rainbow Staff

Addendum G

ECLC BIRTHDAY POLICY

As of JUNE 2010

This policy has been developed to cope with the growing number of food allergies and our commitment to honor every child's birthday.

We do not permit any food brought in from outside the ECLC

Each child will receive a "birthday book" to take home and have as their own (provided by the ECLC)

We will light candles and sing "Happy Birthday"

No more number necklaces-choking hazard

Parents are encouraged to visit their child's room for the birthday celebration

Parents can choose to lead an art activity or lead a game with the children in their child's classroom to celebrate the milestone

No birthday celebrations at the Rainbow Center

Addendum H Mixed Age Group

September 13, 2021

Dear Parents and Guardians.

I want to inform you that we have changed Red room and toddler room to mixed age group with Licensing:

Run a mixed age classroom WAC 110-300-0360 (4),(5)Center mixed age group capacity, ratio, and group size (5) A center early learning program must do the following to mix groups of children twelve to thirty-six months old:

(4) A center early learning program must do the following to mix groups of children twelve to thirty-six months old:

(a) Have at least two staff present with the group, consisting of one lead teacher and one other staff member qualified under this chapter;
and

(b) Keep a staff-to-child ratio of 1:7 with a maximum group size of fourteen children.

(5) A center early learning program must do the following to mix groups of children twelve to thirty-six months old:

(a) Have at least three staff present with the group, consisting of one lead teacher and two other staff members qualified under this chapter; and

(b) Keep a staff-to-child ratio of 1:5 with a maximum group size of fifteen children.

This is effective fall 2021. Toddler was previously 12 -28 months and Red room 2-3 years old.

Michell Hill

Director

Addendum I No Babysitting Policy

Early Childhood Learning Center

1900 Brooklane Village Suite 101

Ellensburg WA 98926

509-963-1744

Fall 2021

Dual Relationships; Staff Involvement in and Out of Center Childcare of Enrolled Children (Such as Babysitting)

It is not the mission of ECLC/Rainbow Center to provide childcare for its clients in any location other than the ECLC during regular business hours. It is important that the ECLC-CWU Childcare Center to maintain a professional environment for providing childcare for enrolled children. Separateness of home and Center Childcare is a component of the professional environment. If staff is involved in the care of child in their home, there are risks of emotional involvement which can leave to conflict for either child, the teacher, or the parent, or for all of the three. This can also affect staff, parents, and children in the Center. Individual staff members should not babysit for parents outside of working hours, it crosses from a professional relationship and has far reaching consequences in terms of safeguarding, public liability, and confidentiality.

While we do not want to hamper warmth and caring on the part of our staff, we need to maintain our ability to provide care in a conflict free environment. Therefore, our enrolled families are prohibited from hiring our staff as out-of-center care providers for their children. Parents who violate these rules will be subject to dis-enrollment. It has always been a policy for the last 30 plus years that Classified, Admin Exempt and Part time temp employees cannot babysit for children enrolled.

Michelle Hill

Director