



SmartStart[®]
DAY SCHOOL

PARENT HANDBOOK

Smart Start Day School Parent Handbook

Welcome to SmartStart Day School. Our goal is to provide a safe, secure environment for children that fosters physical, social, emotional, and cognitive development. While you are participating in our program, we hope to develop a partnership, between home and school, which benefits the development and growth of your child.

We ask that you read this handbook and feel free to ask any questions you may have.

Philosophy

SmartStart is based on the child development model which incorporates the theories of Montessori, Reggio-Emilia, and others. Learning through play is viewed as the cornerstone of the curriculum. Adults provide protection, security, stimulation, limits, and affection. Children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open classroom setting. Children are free to choose from age-appropriate activities including art, music, language development, pre-math skills, science and nature, and dramatic play. Children develop self-esteem, independence, and problem-solving skills as they make choices and assist in planning the environment and the activities. SmartStart's curriculum also includes STEM activities, language and arts, jazz dance, Yoga and French.

Our primary goal is for children to feel safe and secure. Prior to being independent a child must know that he or she can depend on adults and a predictable environment. We recognize that children develop at different rates and have different interests. Small group size and appropriate teacher-child ratios allow for meeting the individual needs of each child.

Learning and playing are not limited to the classrooms. Children participate in outdoor exploration each day. There are opportunities for water play, gardening, and gross motor development. We also provide an age appropriate playground.

Kindergarten Transition

SmartStart teachers regularly record each child's social, emotional, and academic progress throughout the year. Teachers will have daily discussions with

parents regarding progress and identify any red flags they may notice. SmartStart also schedules annual parent teacher conferences and other conferences throughout the year if needed. PreK students are administrated Kindergarten assessments before graduating and that information is provided to parents before their departure.

Tuition

Tuition is payable in advance by direct withdrawal on approximately the 10th of each month.

SmartStart tuition is the following:

Young Preschool Classroom (Firefighters):

| | |
|--------------------|----------------------|
| 4 or 5 Day Program | \$1,495.00 per month |
| 3 Day Program | \$1025.00 per month |
| 2 Day Program | \$915.00 per month |

Preschool Classroom (Astronauts):

| | |
|--------------------|----------------------|
| 4 or 5 Day Program | \$1,365.00 per month |
| 3 Day Program | \$940.00 per month |
| 2 Day Program | \$805.00 per month |

PreK Program (Forest Rangers):

| | |
|--------------------|----------------------|
| 4 or 5 Day Program | \$1,330.00 per month |
| 3 Day Program | \$915.00 per month |
| 2 Day Program | \$770.00 per month |

Parents are responsible for payment of contracted time regardless of whether the child attends or not.

There is an initial registration fee of \$165.25 and a yearly registration fee due each September of \$75 per student.

For drop-in children, SmartStart charges \$60 per day. Payment is due at the beginning of contracted time. Space is not guaranteed for drop-in children. We can only accept drop-ins as space allows. Payment obligation is based on the

time slot that you agree to use for childcare, not only on actual hours of attendance. Fees will be charged based on minimum reserved days or the child's actual attendance, whichever is greater. **48-hour non-attendance notice is required for reimbursement.**

Part time students may also attend as drop-in students, for the same \$60 fee, as space allows.

Part time students can make up sick/vacation days at no cost to them up to 3 missed days per calendar month. Make up days are not guaranteed as they are available only as space allows and must be used within 30 days.

Parents are required to sign up for monthly direct withdrawal and will receive a monthly invoice reflecting each month's tuition and applicable fees, if any. Past due accounts will not be tolerated. If an account is two weeks past due, parents may be asked to remove their child. There is a \$15.00 per day late fee for each day after the 15th of the month. There is also a \$25.00 returned check fee.

Attendance

Our doors are open 7:30 a.m. to 6:00 p.m.

Record keeping

All current records are kept on site in a confidential manner. Parents are required to provide the facility with current immunization records each year. Each enrolled child's health record is available to staff when needed for medical administration or emergencies. Parents are allowed access to all their child's records. Each child's enrollment record includes enrollment date, date of birth, current immunization records, known allergies, emergency contacts, persons authorized for pick up, parent information, medical and dental provider information, consent to seek medical care in the event of injury/illness, injury reports, medication authorization, individual needs plan and signed parent permissions as needed.

Late Pick-Up Fees (After Hours)

The center closes at 6:00 p.m. daily. Parents picking up children after closing hours will be charged a late fee of \$1.00 per minute per child. Late fees will be billed to the child's account balance. There is also a \$1 per minute fee for early

drop off. Early drop off arrangements need to be made ahead of time with the Director.

Enrollment/Disenrollment

Children are officially enrolled once their deposit is on file, immunization records are available to the facility or when the facility has a signed and dated document stating when the immunizations will be brought up to date.

Parents are required to give a 4 week notice for disenrollment and schedule changes.

Care for Children with Specific/Special Needs

SmartStart provides public accommodation and therefore must comply with the American with Disabilities Act. Childcare programs should be committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the number of children with chronic health conditions such as asthma, allergies, and diabetes increases, as well as the number of children with emotional or behavioral issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the childcare experience for all staff, children and families of enrolled children.

1. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. SmartStart will be responsible for ensuring that confidentiality regarding special needs is maintained for all families and staff in the program.
4. Children with special needs will fully be given the opportunity to participate in the program as much as possible. To accomplish this, SmartStart may consult with the SPS District, community mental health programs, and the Department of Human Services as needed, provided parental permission is granted. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure that SmartStart childcare program provides the most supportive environment possible.
5. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need.

Expulsion Policy

Unfortunately, there are some reasons we must expel a family from our program either on a short term or permanent basis. The following are reasons, but not limited to, why we may have to expel or suspend a child from our center:

- Family member threatens physical or intimidating actions towards staff members.
- Family member exhibits angry outbursts or verbal abuse to staff members.
- Family member bullies and/or repeatedly makes staff and/or other children uncomfortable.
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual excessive tardiness when picking up your child.
- The child is at risk of causing serious injury to other children or themselves.
- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts and/or ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

In most cases, prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. For example, we will observe and document behavior, we will bring in outside community-based resources to help teachers and send family combat behavior. If, after a considerable amount of time depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove the child from our care. In most cases, the parent will be given a 4 weeks notice to find another center to provide care for their child. If the situation is of such nature that SmartStart considers a 4 weeks notice is not appropriate, SmartStart will immediately remove the family from the program and reimburse them financially for the current month of enrollment.

Typical Daily Schedule

7:30 am - 8:30 am - Drop off/Fine motor activities

8:30 am - 9:30 am – Free play and breakfast

9:30 am - 10:00 am – Morning meeting time

10:00 am - 10:30 am – Gross motor activity (indoor or outdoor)

10:30 am - 10:40 am – Snack

10:40 am -11:45 am – Centers
11:45 am -12:15 pm – Mid morning circle/cleanup/washing hands
12:15 pm - 12:45 pm – Lunch
12:45 pm - 1:00 pm – Story time
1:00 pm - 3:30 pm – Nap
3:30 pm - 3:50 pm – Snack
3:50 pm - 4:15 pm – Afternoon circle time
4:15 pm - 5:00 pm – Gross motor activity (indoor or outdoor)/Literacy activity
5:00 pm - 6:00 pm – Story time/Free play

Holidays

SmartStart observes the following holidays:

- Martin Luther King, Jr Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Week

SmartStart is closed the week of July 4th.

SmartStart is closed Thanksgiving week.

SmartStart is closed from December 24th through the first official working day of the New Year. If national holidays fall on the weekend, SmartStart will be closed the days before or after.

SmartStart is not affiliated with any religion but we do include religious and cultural activities. Most holidays are celebrated with crafts, store brought snacks, games, and literacy activities.

Snow Days

SmartStart will be closed on snow days according to the Seattle School District. If the school district is closed, SmartStart is closed. If the school district has late start, SmartStart is closed.

Drop-Off and Pick-Up

In order to assure the safety of your child, we ask that you sign your child in and out each day. Make verbal contact with a teacher for us to know that your child has arrived. We cannot be responsible for a child that we do not know has arrived. Please do not allow any child or any age to enter the center alone.

Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. **Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. If you would like to stay for a while and comfort your child, we kindly ask you to do so outside of the classroom (you may go to the hallway or take a short walk outside).** A phrase that may help children adjust to a new space is “I love you, and I’ll be thinking about the fun time you’re having with your new friends.” It helps re-shape a sad perspective and shifts the focus to a positive, guilt-free head space.

If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot. Please feel free to call/text at any time to check in on your child.

Some parents find it beneficial to gradually phase their child into the program. This process may include staying only through lunch or nap time on the first few days. Phasing-in assists not only the child’s adjustment to a new schedule and new program, but also the parents and teachers. Please check your child’s cubby and class dojo account each day for messages, artwork, or other take-home items.

Authorized Pick-Up

Your child will be released only to those persons listed on your authorization form. Please advise family and friends who occasionally pick-up that identification will be required.

Please notify the center if there are any changes in pick-up plans or arrangements or changes on the authorization form.

If a parent or other authorized person arrives to pick up a child and he or she appears to be under the influence of drugs or alcohol, we will not release the child. A ride home or other appropriate assistance will be offered in order to

ensure the safety of the child. SmartStart has zero tolerance for any illegal drugs and alcohol.

Parent Involvement/Communication

Communication is essential as we work together to meet the needs of your child. Please call, email, or text if you have any questions. Your involvement is both welcomed and encouraged.

Our focus is on the child, while providing a supportive environment for both parents and staff. We will keep you informed of classroom activities through daily report forms. Once a year you will receive a written progress report on your child's social, physical, and academic progress.

Should you observe any area or piece of equipment that needs maintenance or repair, please alert the center immediately.

If you have any questions concerning center policy or practice, please ask the teacher or the director.

If you have any questions or concerns regarding your child's development and/or parenting issues, we encourage your questions and thoughts. Meetings may be held at any time throughout the year, at either the request of the parent or the center.

Confidentiality Policy

The only conversation teachers should engage in with parents, is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances may have expulsion potential or be illegal.

Outdoor Play

All children go outside every day. Please send **labeled** clothing appropriate for the weather. During a light rain, we may take a walk, so a raincoat is advised. On snowy days, send boots, hats, gloves, and layers of warm clothing. During the summer, we will have lots and lots of water play.

We ask that children wear rubber-soled shoes for outdoor summer play. Sandals, flip-flops, and other open toed shoes may hinder a child's ability to participate and often create safety hazards. You may provide a pair of water shoes that follow these shoe guidelines for water play.

Clothing

All children need at least two complete, labeled change of clothing at the center. As the seasons change please check and change the outfits left at the center. Young children may need several changes of clothing each day, especially those involved in toilet learning.

Diapering

If your child is not toilet trained parents are required to bring in a large supply of disposable diapers and wipes for your child. You will be notified when your supply is low. Diapering procedures occur every 1-2 hours unless a child has a bowel movement. Those diapers are changed immediately.

Toilet Learning

We ask that you advise us when you are ready to begin toilet learning with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child. For more information regarding toilet learning please refer to our **Potty-Training Policy**, provided separately.

Food Service

SmartStart will serve breakfast, morning snack and two afternoon snacks according to the USDA guidelines – Child and Adult Care Food Program (CACFP). Parents are asked to provide lunch in a lunch box with an ice pack marked with their child's name. Each classroom is equipped with a refrigerator, but they may be full of snack foods. We ask, if possible, to provide an ice pack in your child's lunchbox and store it in their cubby. Please make sure all items are marked with your child's name. Please do not send microwaveable food as we may not have the ability to warm those items.

SmartStart posts our seasonal, three week, rotational menu which changes every season. The menu is posted in each classroom and on ClassDojo.

The meals parents provide for their children must meet the daily nutritional requirements which means that each day your child's lunch must include a dairy product (such as milk, cottage cheese, yogurt, cheese); meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans; a grain product (such as bread, cereal, bagel, or rice cake); fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). Please note that SmartStart will adequately supplement your child's lunch if the meal lacks the necessary nutritional requirements.

All children are required to sit for mealtimes and encouraged, not forced, to eat. We encourage children to taste each item being served. If a child is struggling to feed themselves, we will help support the child during mealtimes.

The facility does not serve any home canned foods.

The facility supplies safe drinking water served in a safe and sanitary manner throughout the day.

Whole pasteurized milk is served to children 12 months – 24 months. Pasteurized milk or pasteurized milk products are served to children over 24 months. Variations require a written statement from the child's health provider.

All snacks are served in a safe and sanitary manner with temperatures tested before serving. All children are closely supervised when eating. Each child's cultural food practices are respected.

Please note:

***If your child has any allergies please bring in breakfast and snack substitutes from home.**

***Upon dropping off child, take lunchbox out of bag and place it in the classroom fridge if space allows.**

Staffing Plan

Our staffing ratios are the following:

Firefighters classroom ages range from 2-3.5 years old, accommodates 13 children and the teacher ratio is 1:7.

Astronauts classroom ages range from 3.5-4.5 years old, accommodates 9 children and the teacher ratio is 1:9.

Forest Rangers classroom ages range from 4.5- 5 years old, accommodates 10 children and the teacher ratio is 1:10.

Children may be combined for special events and activities and at drop-off/pick-up hours. When children are combined, teachers will follow a ratio that is appropriate for the youngest child in the classroom.

SmartStart will always provide qualified staff to fulfill staffing requirements and ratios during all operating hours, including off-site trips or when transporting children in care. The center will provide additional staff when children are participating in water activities or activities near water. Parents will have access anytime to provider's and staff's trainings and certificates.

All staff will be CPR/First Aid certified, have a Food Handler's Permit, complete 30 Hour STARS training and have a TB test and cleared background check.

The licensee and staff must complete ten hours of department approved training each year.

Healthcare and Emergency Preparedness

All staff is prepared to deal with a variety of emergency situations. During all circumstances, teachers will remain calm and stay with the children. In the case of a weather-related emergency, such as a tornado warning, children will be evacuated to the designated safe area outside the center. In cases of structural damage to the building, staff will follow the directions of the evacuation plan as stated in the SmartStart disaster plan located at the sign in table in each classroom.

- **Emergency Preparation and Evacuation Plan**

If there is a fire during childcare operating hours the children will be evacuated to a safe place outside the center and 911 will be called after evacuation. The center keeps a three-day supply of food, water and medications required for use in a disaster, lockdown or shelter-in-place incident.

Emergency drills will be practiced as follows: once a month for fire drills; once every three months for earthquake drills and once a year for a lockdown drill. The

center maintains smoke and carbon monoxide detectors on each level of the building.

- Medical Response and Reporting

The center will call 911, administer first aid, call parent, call the department and fill out an injury report within 24 hrs if the following occurs: a child is missing from care; injury or illness comes about that requires immediate professional care; a child took another child's medication or had too much of any medication; there is a fire or other emergency; there is poisoning or suspected poisoning etc. Written or verbal notice will be given to parent/guardian for injuries that require first aid only.

- Other Incident Reporting

The center will report to the department within 24 hours: the licensee's emergency absence, illness or incapacity to provide care; any pending charges or convictions of licensee, staff, volunteer or household member in Washington state or outside; allegation or finding of child abuse or vulnerable adult.

- Medication Management

Occasionally, children will need to receive medication while at the center. If your schedule allows, you may wish to come during the day and give the medication yourself. For the center to assume the responsibility of administering medication to your child, the following guidelines must be followed:

- 1) Prescription medication must be ordered by a physician for the child to receive the medication. Prescriptions must be in the original container with your child's name on the prescription.
- 2) No medication, whether prescription or non-prescription, will be administered to a child without written parental authorization. The medication form must include the following:
 - A. Name of medication
 - B. Amount of dose
 - C. Time to be given
 - D. Date(s) to be given
 - E. Parent signature

Medication should be handed to your child's teacher rather than leaving it on the counter or in a cubby. All medication must be in the original container with the child's name printed clearly on the label. All medication/supplements will be stored in a locked cabinet inaccessible to children but available for emergency use to meet individual's emergency needs. All medications will be listed in a medication storage table.

PLEASE NOTE: Medication (including Epi Pens) needs to be CURRENT (unexpired). No expired medication will be kept on site or administered to children under any circumstances. Parents will be reminded up to three times to bring in new medication - upon noncompliance, children will not be allowed in until medication is up to date.

- Communicable Diseases

According to State Licensing Standards, a child must be fever free for 24 hours before returning to the center. Please DO NOT administer a fever-suppressant and bring your child to the center. This is unfair not only to your child but also to the other children and staff.

Listed below are criteria for EXCLUDING ill or infected children from the center:

FEVER 100.4 F

SIGNS OF POSSIBLE SEVERE ILLNESS, including unusual lethargy, irritability, persistent crying, difficult breathing. UNCONTROLLED DIARRHEA, defined as 2x daily, with increased stool water and/or decreased form that is not contained by the diaper or toilet use. **A doctor's note is required for persistent cases of vomiting and/or diarrhea.**

VOMITING, two or more times in the previous 24 hours

MOUTH SORES, with drooling unless the child's physician has determined the illness not to be a communicable disease. **Doctor's note required.**

RASH, with fever or behavior change until a physician has determined the illness is not a communicable disease. **Doctor's note required.**

PURULENT CONJUNCTIVITIS, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye. Child must be receiving antibiotic drops for at least 24 hours before returning to school with a **doctor's note.**

INFESTATION (e.g., scabies, head lice), until 24 hours after treatment was begun.

IMPETIGO, until 24 hours after treatment was begun. **Doctor's note required.**

STREPTOCOCCAL PHARYNGITIS, until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours. **Doctor's note required.**

PINWORM, until 24 hours after treatment was begun. **Doctor's note required.**

RINGWORM, until 24 hours after treatment was begun. **Doctor's note required.**

CHICKEN POX, until 6 days after onset of rash or until all lesions have dried and crusted. **Doctor's note required.**

RUBELLA, until 7 days after the rash appears. **Doctor's note required.**

If your child becomes ill while at the center, you will be called to pick-up your child as soon as possible. You will be notified should your child be exposed to a contagious disease.

Please notify the center should your child become ill so that we may notify other parents of a contagious disease.

According to NAEYC's Healthy Young Children Manual, "children should be excluded if their illness prevents the child from participating comfortably in the program's activities."

As you review the policy above, please keep this guideline in mind.

When the center becomes aware that he/she, a household member, staff person or child in care has been diagnosed with a communicable disease the provider will notify the local health jurisdiction, the department, and the parents within 24 hours.

- Immunization Tracking

Each child is required to have a complete current certificate of immunization form before the child's first day of childcare.

- Infection Control Methods

The center will follow and teach children proper hand washing procedures. The center will use hand sanitizer for children over 24 months under circumstances where hand washing is not an option or after proper hand washing.

The center provides mats for nap time which are cleaned, sanitized and air dried at the end of each day with a bleach solution made of one quarter teaspoon of

bleach to one quart water. Each child will have a clean sheet to cover the mat that will be laundered weekly and stored separately from bedding used by other children.

All toys are cleaned, sanitized and air dried once a week, usually on Fridays.

Napping

The center's schedule allows for a two-and-a-half-hour nap between the hours of 1:00pm and 4:00pm. All children are required at least one hour of rest time if a child does not nap within that hour, they will be provided alternative activities during nap time.

Pets on Site

The Astronauts classroom has a pet fish named Popsicle. The Forest Ranger classroom has three pet hermit crabs. A health risk that may be associated with having a pet fish and pet hermit crabs in the classroom is the contraction of salmonella. Therefore, the children will never physically handle the fish or the hermit crabs. After observing the pets during feeding times or other times during the day, the children will immediately wash their hands.

SmartStart receives regular visits from Jack or Lola, a 9 lb Pekinese rescue dog and a 9 lb Yorkie rescue dog, respectively. Jack and Lola have been vaccinated and their records are kept on site. Children practice proper hand washing after interacting with Jack or Lola.

Discipline

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in order to calm down and regain self-control.

Children are never spanked, humiliated, or embarrassed. If the behavior is persistent, teachers will examine the environment and the events which surround the behavior. If deemed necessary children may have to be restrained. Teachers may restrain a child by sitting with the child and holding the child with both arms around their chest until adequate help arrives either another teacher, management, or parents.

Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of disciplining their children.

● Biting

When a child is bitten, it is a traumatic situation for both children, and both sets of parents. Yet, biting is not unusual behavior for children under 3 years old. They may become frustrated when they cannot find the correct way to effectively communicate their needs and wants. Since children under 3 years old may not be able to effectively express themselves they sometimes resort to biting.

When a child is bitten, the area is cleaned, and ice may be applied. They are held and consoled until they are ready to rejoin the group. The biter is told that biting is not allowed and that it hurts. The best way to stop biting is to encourage language development and using words.

● Accident Report Forms

If your child is involved in a mishap that requires any type of attention or first aid, and the center does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be left in your child's cubby.

Should an accident require emergency medical treatment, the center will call 911. The parents will be contacted immediately. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan described above.

● Daily Report Forms

The center will offer daily records for our two youngest classrooms concerning your child's activities and behaviors during the day. Special needs will also be noted on the forms.

We ask that you share information concerning any event or happening that may affect your child's behavior during the day. Were they up late? Is a parent ill or at home? Is your child teething?

Religious Preferences

SmartStart does not discriminate based on the parents' religious preferences. We ask that the parents share with us any religious concerns that they may have, and we will do our best to accommodate the child. Staff and parents will determine together how much of the religious preferences can be accommodated.

Holidays

SmartStart recognizes that children and staff enjoy celebrating traditional holidays. We attempt to be inclusive and multicultural in our holiday celebrations, and to encourage children to share the varied traditions and activities of their families. Every effort is made to emphasize secular celebrations and keep religious references balanced and to a minimum. No child is ever required to participate in an activity which will make the child or his/her family uncomfortable. Kindly let us know if there are any holiday activities you wish your child to not participate in. Our weekly lesson plans are posted each week on Class Dojo.

Non- Discrimination Statement

SmartStart does not discriminate based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. SmartStart is an equal opportunity employer.

SmartStart prohibits harassment of and by its staff members based on gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior. A staff member who feels harassed has the right to file a complaint with the Washington State Human Rights Commission.

Reporting Child Abuse and Neglect

As teachers we are mandatory reporters as required under RCW 26.44.030 and we will report any form of suspected child abuse or neglect to DSHS or law enforcement.

Drugs and Alcohol; Smoking

Drugs, alcohol, and smoking are completely prohibited on the premises.

Miscellaneous

SmartStart does not provide transportation or overnight care. SmartStart does not store guns/weapons anywhere in the licensed/unlicensed space. SmartStart does not provide laundry services. Sheets and blankets are to

be taken home at the end of the week to be laundered and be brought back on Monday.

*All policies, procedures and licensing information are available in the office for review. Please ask the director if needed.

Name: _____

Signature: _____

Date: _____