

Central Valley Early Learning Center



**PRESCHOOL
HANDBOOK
2019-2020**

15111 E Sprague Ave, Suite C, Spokane Valley WA 99037

PHONE (509) 558-5810

ATTENDANCE LINE (509) 558-5825

Severe Winter Weather Reporting

Central Valley School District will report school closures and delays through the Blackboard emergency notification system. This system will call, email, and/or text school closures and delay information directly to parents and school staff. They will also continue to use the automated notification system shared by area school districts to inform local media. A decision to close or delay school due to winter weather will be made prior to 6 AM. Even when school is running on time, buses may be running late as they slow down to safely travel on winter roads. Some buses may follow "snow routes" in the higher elevations of our district. Urgent information will be posted on our district's home page (www.cvsd.org) and Facebook page, as well as the Central Valley Snow Hotline at 558-5572.

If the school district announces a delay of the start of school, all morning pre-school classes will be canceled. Afternoon preschool classes will begin at normal times. All full school day preschool and Extended Care will begin at the delayed time. (Example for Extended Care: EC opens at 7:00AM. For a one hour delay EC will open at 8:00AM. For a two hour delay EC will open at 9:00AM)

Extended Care Parents Note:

Extended Care will be closed when CVSD schools are closed for severe weather.

CLOTHING

Children should wear clothing that is comfortable, suitable to the weather both indoors and outdoors, and appropriate for play (often messy). For health and safety reasons, underwear, shoes, and socks are required. Please see the Students Rights and Responsibilities for more information of what is appropriate.

TOYS/PERSONAL BELONGINGS

Please **do not** allow your child to bring toys or other play items to the program. The program has purchased numerous suitable and appropriate supplies, equipment, and toys. Full School day students and Extended Care students may bring a blanket and or a special stuffed friend to rest with during rest time or as a transition from home to school. A site or staff person may assign a "sharing toy day" in which children can share special items, toys, and belongings with the group. At these times children may bring items to school to share at the specified time. Please label the toy with the child's name. Toys left for a week and not claimed will be put into a "community" toy box or thrown away.

Toy Weapons of any type, action figures with weapons or connected with violence, dress-up costumes with weapons, or toys connected with violence or violent actions of any type **ARE NOT permitted at any program or school site. Please refer to the Students Rights and Responsibilities for more information.

Central Valley School District Early Learning Center Parent Handbook

Philosophy

The Central Valley Early Learning Center believes that a high quality education and care program provides a safe and nurturing environment that promotes the physical, social, emotional, and intellectual development of the child while responding to the needs of families. We believe each child is an individual with certain basic needs. We strive to provide an environment filled with rich and varied experiences which encourages the development of creative interests and abilities. Our aim is to provide an environment that will allow each child to reach his or her highest potential and enable them to meet the demands of an ever-changing world. Trained, caring leadership will provide rich learning experiences that promote self-esteem, self-discipline, and responsibility while providing a solid foundation for continuous learning.

Early Achievers

The Central Valley Early Learning Center participates in Early Achievers. Early Achievers is a voluntary program that empowers providers and educators with coaching and resources to support each child's learning and development so they can develop the skills they need to be successful in school and life. By participating in Early Achievers, extended care and early learning providers demonstrate a commitment to improving quality. The Central Valley Early Learning Center has earned an **Early Achievers rating of 4**. Level 3-5 ratings are assigned points based on:

- Child outcomes
- Curriculum, learning, environments and interactions
- Professional development and training
- Family engagement and partnership

Location

Central Valley Early Learning Center is located within the Central Valley School District. The address is 15111 E. Sprague Suite C, Spokane Valley, WA 99037, and can be reached by phone at 558-5810. **The attendance line is 558-5825**. If you want to speak to the front desk call 558-5860 or 558-5862.

Operating Information

CV Early Learning Center Preschool: Morning and afternoon part day classes operate Monday through Thursday. Morning classes are 8:30 AM-11:30 AM, afternoon classes are 12:30 PM – 3:30 PM. Full School Day classes operate Monday through Thursday from 8:30 AM-3:30 PM. These programs operate following the Central Valley School District Calendar with additional closure dates for conferences and trainings. Parents/guardians will be notified in advance for all other closures.

Extended Care: Open Monday through Friday from 7 AM to 5:30 PM.

Early Learning Center Building Hours: Open Monday through Friday from 8:00 AM – 4:00 PM.

NONDISCRIMINATORY POLICY

All Central Valley School District Programs prohibit discrimination on the basis of gender, race, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, family configuration, sexual orientation, culture, or public assistance recipient status. Any person who believes he or she has been discriminated against in any manner or activity should write the Executive Director of Elementary Education at 19307 E. Cataldo, Spokane Valley, WA 99016.

Valet/Transportation

Parents are responsible for transportation to and from the program unless you qualify for specific specialized programs transportation.

All students will be dropped off and picked up through our valet system in the front of the building. If you have a student in a wheel chair you do have the option of dropping off and picking up your student in the back where there are more handicap parking spaces available.

Every family will be given car tags that have your student's name and teachers name on them. Please place your car tag in a visible location for the staff to see (i.e. hanging from rear-view mirror). Your child needs to remain **BUCKLED** into their car seat until staff comes to get them. Please NO cell phones while dropping off and NO smoking or vaping on school property including in your car.

You can choose to WALK UP with your car tag. Please park on the Mica Peak side of the building and walk your child to the basketball court. Do NOT walk through the Valet Lines. Please NO cell phones while dropping off and NO smoking or vaping on school property.

You may line up as early as 8:00 AM/12:00 PM to drop your student off but please note that if you are not in line by 8:25 AM/12:25 PM you will be asked to park and walk your student to the front door to be escorted to class by staff.

If you line up earlier than 15 minutes before drop off (8:00/12:00) or pick up (11:15/3:15), you may be asked by the bus drivers to pull around and let them through.

Please refer to the maps that will be given to you of where to enter and exit the parking lot.

POLICY FOR BRINGING FOOD FROM HOME

Throughout our school year there will be a number of activities that will involve food, and parents will be given the opportunity to contribute if they wish to do so. Also, parents may want their children to celebrate their birthdays at school with a treat of some kind for their friends. Because this poses a health concern for children who have allergies, some of which are life threatening, the following policy has been established regarding bringing outside food into the classroom:

Before any food/treats can be brought into the classroom, permission must be received from the Lead Teacher. However, NO HOMEMADE FOOD ITEMS are allowed. If you wish to bring a treat or contribute to a party, you must request and receive a permission slip signed by the Lead Teacher of your child's classroom.

Listed below are some suggestions for treats for birthday celebrations:

- Store bought cookies.
- Little Debbie packaged products.
- Ice Cream Cups.
- Stickers, pencils, or small party items from the Dollar Store.

Any questions regarding this policy should be directed to the child's Lead Teacher.

HOLIDAY AND CELEBRATION POLICY

Central Valley Early Learning Center will recognize that the families we serve come from diverse backgrounds. Our service delivery in all components will include the following:

- Reflect the cultures of enrolled children
- Include and demonstrate respect for diverse family structures and cultures, and
- Focus on the daily life of families in the community, rather than only on holidays, celebrations, or people far away.

OUTDOOR TIME OR RECESS

Children will be playing outdoors daily unless it is raining, snowing heavily, or bitter cold. Unless children are under a doctor's care for an illness and have a signed doctor's request for not participating, all children will be expected to go outdoors for fresh air. Please expect your child to be outdoors every day and dress them appropriately.

If your child is sent home from the program due to any of the listed symptoms, **that child may not return for 24 hours or without a doctor's note**, clearing the child of any illness that could be spread to others or affect the child's performance at extended care.

Parents will be notified immediately upon staff recognizing any of the listed symptoms and the child will be placed in isolation until picked up from the program. Parents are obligated to pick up the child within an hour of notification that their child is ill and needs to be removed from the program for the day. If parents cannot be notified, an emergency contact will be notified to come and pick up the child. All communicable diseases will be reported to the local health department, and notification and information will be provided to all parents so appropriate observation and action can be taken to protect other children.

LICE POLICY

Head lice are an unfortunate fact of life. All they need to survive is a human head. They spread easily through close contact between peoples' heads and through sharing brushes, combs or hats. The lice like clean heads just as well as dirty heads. They do not respect age or socioeconomic status. Therefore, they have the potential to be present at any school in our district. If you student has live lice in their hair they will be sent home to be treated before they can come back.

Other Students: The lice exposure letter will be sent home with all of the other students in the affected student's classroom. Additionally, the information sheet regarding lice will be sent home to all parents/guardians at least once a year, preferably in September.

MEALS AND SNACKS

A wide variety of foods are served to the children daily. The program participates in the Central Valley USDA School Food Service Program. Breakfast, lunch and snack will be prepared on site and meet USDA standards. Children are encouraged to try a portion of each food unless prohibited by an allergy or religious practice. Children should not bring breakfast, lunch or snacks from home. **Children with food allergies and/or required special diets must provide a letter from a doctor stating the allergy or outlining the special dietary requirements for the child and the symptoms/reactions which occur when the diet is not followed. The parents or guardian are financially responsible for any food substitutes and must provide any special meal and snack substitutes for the child's special dietary requirements.** Reminder notes will be sent home to parents when the child is running low on their food substitute. If three reminder notes were sent home and no food substitute was brought to the program, the parents will be called to pick up their child or bring their child a meal or snack. The program will follow current USDA regulations regarding Fluid Milk Substitutions.

ELC program will provide breakfast and a snack or lunch and a snack during the day at designated meal times. This is usually at the beginning of school. **If you are bringing your child late, please make sure they eat before they come. Once meal time is over there will not be food left over to serve late students.**

Check In/Out Procedures

Any information concerning special after school activities, pick up arrangements and/or other important information should be shared with staff in order to insure the safety and well-being of the child. Staff will ask for verification of identity of a person who does not normally pick up the child or whom they have never seen before. Please share these procedures with those picking up your child. Also, we ask that parents bring their ID's for staff to check for pickup until most staff has had time to get familiar with any new families.

***All persons authorized by the parent/guardian should be listed in our computer under Emergency Contacts. A person can only be added as an Emergency Contact by the authorized parent/guardian. Please do not wait to add people you know will be picking up your child. For safety reasons we can NOT release a child to someone who is not on this list.**

1. **All entry doors except the front door will be locked throughout the school day. Please wait for the front office staff to buzz you into the main office. Press the intercom and the secretary will assist you.**
2. **Visits to the ELC facility will mean signing in at the front desk and getting a visitor's pass. Please be aware that if you as a parent/guardian need to sign-in for a visitor's pass, you will be expected to sign out that you have left as well. There will be no exceptions to this policy.**

VOLUNTEER POLICY

For the safety of all our students, you **MUST** complete/update the district volunteer form online at www.cvsd.org by clicking "Volunteer" under Parent Resources. You will need to answer the questions and upload a picture of your driver's license. The application can NOT be processed until this is done. **This process needs to be renewed every two years.** Once approved, volunteer opportunities may include field trips, being in the classroom and helping at a class party.

In addition to the above requirements, persons who volunteer on a weekly or more frequent basis with preschool children must also accomplish the following:

- Obtain a TB test.
- Complete training on preventing, identifying, reporting child abuse and neglect.

Additionally, The Central Valley Early Learning Center must plan and implement training for volunteers in the following areas:

- Their volunteer roles and responsibilities.
- Relevant performance standards and program policies.
- Relevant school district policies and regulations.

The Central Valley Early Learning Center will maintain records of volunteer hours, completed volunteer forms, and required completed training in individual volunteer files which will be kept in the student's classroom. **Once the background check has been approved and all other training and requirements have been completed, the volunteer can start.**

Attendance

If your child is going to be late or absent please call the attendance line at **558-5825** and let us know your child's first and last name and the reason for absence. Please call before 1:00 PM. If we don't hear from you, our automated system will call and remind you that your child was absent and to please call and give us a reason for absence. These calls will be in the evening.

CHILD CUSTODY

In cases of custodial parental rights, it is the policy of the program to follow the procedures and rights of individuals as stated and outlined in the custodial/separation/divorce document issued by the Judiciary Courts of Washington State. If there are specific procedures and/or limitations of parental rights/custody established by the courts of the state of Washington, a certified copy of the document with the stated rights/custody/limitations must be in the child's file. The child will be released to the nonresidential parent only after consultation/confirmation with the residential parent. This notification will be given only if the residential parent is available to be given notification.

The Central Valley School District Board of Directors presumes that the person who enrolls a child is the residential parent of the student. The residential parent is responsible for decisions regarding the day-to-day care and control of the student. Parents, guardians or surrogate parents have the two-fold right to receive information contained in the school records concerning their child and to permit the disclosure of such information to others subject to the authority granted to the residential parent.

POLICY REGARDING RELEASING A CHILD TO AN ADULT SUSPECTED TO BE "UNDER THE INFLUENCE"

Central Valley Early Learning Center has adopted the following policy regarding releasing of a child in our care to an adult who is suspected to be "under the influence" of alcohol or other drugs that may impair his/her ability to provide safe transportation and/or care.

Offer to call other authorized adults as listed on emergency contact list.

Offer to call a cab.

If authorized adult refuses assistance and attempts to drive with the child in the car, report a drunk or impaired driver to State Patrol/Sheriff/Police.

Call 911 if the person is aggressive or threatening and provide pertinent information to law enforcement agency.

If the situation occurs more than once, the family will be referred to Child Protective Services (CPS).

Any other over the counter medication will not be administered without written prescriptive authority from a health care provider. These would include vitamins, herbal supplements, and fluoride. Medication doses different from the appropriate directions for the age and weight of any child may not be given without written prescriptive authority from a health care provider. Medication may not be mixed with food without written prescriptive authority from a health care provider.

According to school district policy, the program cannot administer injectable medication, except for Epinephrine when a student is susceptible to a predetermined, life endangering situation. In this instance Epinephrine will only be administered through the use of an "Epi Pen."

Medication is not to be brought to the program by the child. It is to be transported by a parent or another adult designated by the parent. Parents should bring the medication, report to the staff person in charge and complete the necessary forms. Medication left at the program will be destroyed at the end of the year. All medications must be in the original prescription container and properly labeled with the child's name, name of drug, dosage, physician, date and time of day to be given. Sample medication given by the physician must also be properly labeled and in the original container.

If there are any questions about medications, please ask your teacher and/or Family Support Specialist to review the medication policy for specifics.

ILL CHILDREN

Teachers will observe children throughout the day for health concerns. Ill children need the care of a parent/guardian, rest in familiar surroundings, and isolation to protect others from spreading the illness. Please do not bring an ill child to the program.

The following are examples of symptoms that might indicate the need for your child to be excluded from school and remain home:

FEVER of 100.6°F (38°C) or higher **with** rash, sore throat, earache, cough, etc.

VOMITING on 2 or more occasions within the past 24 hours.

DIARRHEA - 3 or more watery stools in a 24-hour period.

RASH or draining rash/sores.

EYE DISCHARGE or bacterial pink eye.

FATIGUE or too tired or sick to participate in daily activities.

PERSISTENT COUGH

GREEN NASAL DISCHARGE

BEHAVIOR that jeopardizes the health and safety of other children and/or staff.

LICE or visible nits.

RUNNY COLORFUL DISCHARGE from the nose or ears.

INADEQUATE IMMUNIZATIONS

YELLOW SKIN OR EYES

Emergency Medical Treatment

All parents are required to sign the emergency/medical treatment form that is part of the enrollment packet. In cases of emergency, staff will contact 911 for assistance, (9-911 if calling from a CVSD phone). Parents will be contacted immediately. If staff is unable to locate the parent, they will call the emergency numbers provided. A child with a minor injury will receive first aid by trained program staff and in consultation with a school or program nurse. Parents will be notified of the injury the child sustained and the type of treatment provided.

In accordance with state child care licensing requirements, staff will record all illnesses, injuries and emergencies on the illness/injury form posted in each classroom. Staff will note date of the illness or injury, treatment provided and staff who provided the treatment. Additionally, staff will notify parents at pick-up of any injuries incurred to their child during class time, and when necessary, complete head injury or an accident report form. A copy of this form will be given to the parent.

IMMUNIZATIONS

The State of Washington requires that all children in group situations be immunized. Contact your health care provider, our program nurse, or the Spokane County Health District for information on immunizations. Each child must have a completed Certificate of Immunization Status (CIS) record signed by the parent and in the child's file **BEFORE** the child is able to attend the program or have a signed exemption on file. Children will be excluded from attendance for the following reasons: a) if admitted under an exempt status and an outbreak occurs of a disease for which the student lacks the appropriate immunization; or b) if admitted under a conditional status and student falls more than 30 days behind schedule for receiving a required immunization in a series. The program nurse will monitor and can assist the family in maintenance of the immunization records. Any immunizations that the student receives after the CIS has been signed and are officially verified may be updated to the CIS by Central Valley Early Learning Center staff.

MEDICATIONS

Under Central Valley School District policy, program staff are authorized to administer oral medication to children during program hours. It is our policy that such medications will be administered only when failure to do so may result in the student being unable to attend the program and/or participate in program activities. We define medication to mean all drugs, ointments, salves, eye/ear drops, whether prescription or over the counter. Administration of medications will be logged and kept on file. All staff members administering medications must have medication training each year. Parents must give written permission before any child will be given medication.

The following over the counter medications can be administered only with written parental consent/orders:

- ▶ Ointments or lotions intended to reduce or stop itching or dry skin
- ▶ Diaper ointments and nontalc powders, intended only for use in the diaper area
- ▶ Sunscreen for children over six months of age

Field Trips

Field trips are defined as travel away from the program premises, under the supervision of program staff for the purpose of providing students a direct learning experience not available at the program site. Central Valley School District busses or public transportation will be used for transporting children. Washington State safety measures are followed when transporting children: Staff has current first aid or CPR training, first aid supplies, and emergency phone numbers for children. Adequate supervision will be provided using program staff, volunteers, and parents. No child will be allowed to travel or participate in a field trip activity without a signed permission slip on file at the site. Notification of all field trips and experiences away from school grounds will be sent home in the Thursday folders. Field trip permission slips will be sent home with the child in advance of the scheduled field trip and must be returned completely filled out before any child will be allowed to participate in field trips or activities away from school grounds.

COMMUNICATION

It is important for parents and staff to stay in communication in order for the child to gain the most from these programs and for these programs to provide a stimulating safe and healthy environment for your child. There will be notes, letters, monthly newsletters, a "remind" texting system and the Central Valley Early Learning Center website that you can find by going to www.cvsd.org and clicking on "schools" and then on "Central Valley Early Learning Center" to keep you updated on the children's activities and announcing upcoming events, parenting tips, program activities, and other information. All information will go home on Thursdays in their folders. Please take advantage of the information provided.

ELC Staff will conduct conferences periodically throughout the year. The goal of the teachers is to hold three conferences a year – once in the fall, once in the winter, and an exit conference in the spring – to update families on the progress of their child(ren). Other conferences might be scheduled based on a child's or staff person's needs.

If you have an emergency please try calling the main program office at 558-5810 or 558-5860 & 558-5862 to reach the front desk.

DISCIPLINE/GUIDANCE POLICY

Behavior guidelines will be followed as stated in the Central Valley School District Student Responsibilities and Rights, a copy of which will be given to you or online at www.cvsd.org Under "Student and Parent Resources" click on "School Policies" and choose the PDF for Student Responsibilities and Rights.

Positive Behavioral Interventions and Supports (PBIS)

The Central Valley Early Learning Center will be participating in the district wide initiative of Positive Behavioral Interventions and Supports (PBIS). Starting preschool is important to making sure that all students have the tools to succeed at school and being prepared for their K-12 experience. PBIS will do that for our students. Students will have the opportunity to learn skills that help them as they begin to understand the expectations of their school and school environment. As parents you will see the tool of PBIS in almost everything that we do from the playground, hallways, bathrooms, field trips and even in our valet process. As a staff we will be using our school mascot, OWLS as the tool to help our students learn and implement the PBIS program.

OWLS will stand for:

O: Outstanding

W: Watching

L: Listening & Learning

S: Safety

Staff will use common language, expectations and supports to ensure that all students have a successful and positive learning environment. To learn more about this CVSD initiative please follow the link <http://www.pbis.org/> to find what exciting tools our students and staff will be using to succeed in their school environment.

Procedure for Parent or Community Complaints

If you have a parent or community complaint please see the section entitled, "Discrimination Complaints" in the *Student Responsibilities and Rights*. A copy of the "Complaint Report Form" can be found on-line at www.cvsd.org under Parent Resources.

Safety Procedures CHILD ABUSE AND NEGLECT REPORTING

All program staff are **REQUIRED** by Washington State Law and DSHS state licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is **REASON TO SUSPECT** the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation.

The job of parenting children is the most difficult job anyone ever does. Coupled with working or going to school and additional stresses in general, life can become overwhelming to all of us. There are many resources in the community and through the school that could be of assistance. Everyone has stresses in their lives and sometimes sharing concerns with others helps to lighten the load. Staff, the director, and the building principal are willing to help parents/guardians access resources if a need arises.

Disaster Preparedness/Lockdown

The plans for emergency evacuation of our sites are located at each center in a notebook in the classroom. Each site works with the school to maintain a current plan for lock down and evacuation. This is to ensure that children stay safe during unexpected emergencies. Alternate pick-up sites will be specified in each center's plans so parents or guardians will know where to pick up their child if the center site should be determined unsafe.

Each center site will maintain a schedule of monthly fire and disaster drills. This information is kept in the Early Learning Center administration office. If you need updates, please the Central Valley Early Learning Program Office at 558-5810.

We have two levels of lockdown procedures. In the event that a threat of violence has been made to the school - the proper authorities will be in contact with the school. The office will announce the lockdown. All doors will be locked and blinds/curtains will be closed. All students will be closely monitored by staff in transition between classrooms and outside drop off and pick up areas. Parents will be notified as soon as possible concerning the lockdown and will be given information through our blackboard system the same day a lockdown has been put in effect. In the event that an intruder meaning to do harm is detected on the campus - we will immediately notify proper authorities. Communication to staff and students will be given over the intercom. All doors will be locked. All windows/blinds will be shut. The lights will be turned off and the students will be seated silent and away from the doors. No one will be walking around. All students and staff will remain in lockdown until an all clear telephone call for the full facility is made through the intercom system. **It is important to note that during a lockdown procedure, you will not be able to pick up your children until the lockdown is over. This is for the safety of your children.** We really appreciate your patience and cooperation.

Pesticide Policy

Central Valley School District pesticide policy states that there will be posted 48 hours prior to pesticide use, the chemicals used, amounts and location. Non-Toxic chemicals will be used on school properties.

Insurance Coverage

All children participating in district programs should have medical and accident insurance coverage but it is not a mandatory requirement. To meet the licensing requirements of the Department of Social and Health Services, children who are covered by insurance must have the policy number/subscriber number(s) indicated on the enrollment form. If you do not have insurance coverage and are interested in obtaining coverage, please contact your local CSO (Community Service Office at DSHS) at 227-2700 and ask about Medicaid and other health insurance programs.