

Betty J. Taylor Early Learning Academy

PARENT HANDBOOK

(Birth–3 and Preschool)



2017–2018

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Betty J Taylor Early Learning Academy

Our Vision

Our children are capable and confident in our Lushootseed Language, our Cultural Values and Teachings, Academics and in Life based on Strong families, Community, Traditional Lifeways and a Coordinated Early Learning Education System. Our children are life-long learners.

Our Mission

Our Academy Children and Families will be engaged in the Culturally Rich Lushootseed Language to develop Strong Cultural Values and Traditions through Classroom and Family engagement opportunities. Academic Success will be achieved through home and school experiences in Lushootseed language, Cultural Values and Participation in Evidence Based Curriculum resulting in every child being healthy, capable and confident in School, Life and Cultural Identity.

ELIGIBILITY

Betty J. Taylor Early Learning Academy provides services to children birth to age 5. We also provide services to expectant families.

Each child or expectant family must complete an intake packet. Each application goes through a screening and selection process. We try to accommodate all children and provide continuity of care for children enrolled in our program.

APPLICATION PROCESS

Application

In order to enroll your child in our program, you must complete an application and provide certain documentation.

The following information must be on file for your child before they can begin:

- Complete Enrollment Application
- Copy of child's birth certificate
- Copy of child's Tribal ID card, if applicable
- Immunization Record
- Most Recent Well Child Check
- Dental screening, if applicable
- 12 month income verification

Screening

A screening committee, comprised of Early Learning Staff, will review applications for enrollment. This committee may include: Health & Safety Coordinator, Education and Disabilities Coordinators, Family Advocates and Management staff of Betty J. Taylor Tulalip Early Learning Academy.

Wait List

If the Center is full, you will be placed on a wait list until there is an available slot. Betty J. Taylor Early Learning Academy (BJTELA) will maintain a Master Wait list. When an opening becomes available, the family will be contacted. Please make sure that your information is updated regularly. It is the responsibility of each family to ensure that we have accurate and up to date contact information. If we are unable to contact you after 3(three) attempts, we will move to the next person on the wait list and the child will be placed back on the wait list.

Selection

Our program is committed to providing services to as many families as possible. Due to the limited number of available slots, we have to prioritize a child's placement into the program. Placement is based on specific criteria that meet our funding source's guidelines.

Children will be prioritized based on:

- Residence- Tulalip, Marysville School District service location
- Community member status – Tulalip, other Native, non-Native
- Income verification – TANF, paystubs, W-2, etc.
- Parental status – single parent, dual parent, teen parent, foster placement, homelessness, etc.
- Special needs – current IFSP or IEP, Tribal or Medical Disability

Applications are calculated, and children are enrolled based on their score. Applications with the highest scores will be enrolled into available slots first. The remainder will be placed on a wait list, going in descending order from the highest score to lowest.

ACCEPTANCE & ENROLLMENT

When a child has been accepted into the program, they will receive an official acceptance letter. The letter will contain the child's future teacher's name and start date. Each family will then complete an orientation to finish enrollment.

Enrollment

Once paperwork has been completed, the child is considered enrolled.

A child/family has 5 school days to start or they will be removed from the roster. Betty J. Taylor Early Learning Academy Staff will make 3 attempts to contact the family. It is the responsibility of each family to ensure that we have accurate and up to date contact information. Please make sure that your information is updated regularly.

Attendance Policy

Children can only miss three days in a month. The Family Advocate will follow up on absences and work with the family on an attendance improvement plan.

Disenrollment

There are times when families find that a program does not fit their needs, and pursue other options. Families are required to submit a 5 school day written notice when you decide to withdraw your child from the program. This provides enough time to contact the next person on the wait list and time for each child that will be transitioning in or out of the program.

We value the parent as the first educator of their child and will work with parents as equal partners to assure successful Language, Cultural and Academic outcomes for the child.

COMMUNICATION WITH FAMILIES

We strive to provide quality care for our families. A key element to providing high quality care is open communication. We encourage families to share any questions, suggestion or concerns with staff that care for their child. Sharing of key information helps teachers to fully understand your child, and their progress within the class.

If you have any questions concerning Academy policy or practice, please ask your child's teacher or the manager for clarification. If your concern is not addressed, please contact the Director.

Should you observe any area or piece of equipment that needs maintenance or repair, please alert a TELA Manager.

Confidentiality

There may be times when your family is experiencing sensitive issues. Our staff is bound by confidentiality. Please do not hesitate to talk to staff if your family is experiencing times when you may need extra help.

We have Family Advocates and Child Development Coordinators to assist you if you have concerns about your child's development or a period of time that they may be having a struggle. We can refer you to on site assistance or several different agencies that may assist your family.

The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., is not allowed, and in some instances, illegal.

Parent Involvement

Parent involvement is both welcomed and encouraged. We expect families to get involved in the Lushootseed language to support the children in their growth in the language. We require that parents attend one language/culture class monthly to support the work that the children are doing in their classrooms. We would ask that if parents would like to learn more about the culture to please let the Parent Engagement Coordinator or the Family Advocates know, so that way we can provide the opportunity. If parents have a cultural gift or talent, we encourage you to work with us to share with other families that have not had the opportunity to learn.

Families are informed of classroom and Academy activities through email, social media, flyers, newsletters, or classroom bulletin boards. Various parent meetings and family events will be held each month. These will include social and educational topics based on parent and teacher interests.

Teachers and Family Advocates will be meeting with families regularly throughout the year. Some of these meetings will be held at the parent's home or other designated locations such as our Parent Home Room at the Academy.

Volunteering

Volunteer opportunities are available through our Family Engagement Coordinator and the Parent Committee.

PARENT COMMITTEE

All Parents/Guardians are automatically members of the Parent Committee and are all welcome to join in and attend at any time throughout the school year.

The Parent Committee consists of all enrolled BJT Parents/Guardians and have the opportunity to assist with special events and participate in parent trainings. The Parent Committee provides input to impact the overall well-being of the program.

Parent Committee meetings are scheduled once a month. The Parent Committee Group will elect officers to represent the Academy.

POLICY COUNCIL

The Betty J Taylor Early Learning Academy will establish and maintain a policy council group within the program. This group is responsible for the overall monthly report approval, community assessment and are guided by the Early Learning Performance Standards.

Policy Council Meetings are scheduled monthly. The Policy Council Group will elect officers to conduct their meetings.

Religious Activities

We respect and honor all faiths and traditions. No person shall be subjected to discrimination because of religious beliefs or traditions. We support each family and their child in their religious practice. Traditional Native American values are the basis of our program with an emphasis on respect, sharing and caring for all members of the group.

Personal Belongings

We discourage bringing personal items from home. This is to ensure the safety of all children and staff in our facility, and to protect your child's valuables and special keepsakes. Please make sure that your children do not bring in valuables, toys, toy weapons, money, gum, candy, cosmetics, jewelry, fireworks, etc. Because of the potential choking hazard, balloons are not allowed on site as well.

Children may want to share items related to the unit being studied or items from a vacation. Please check with your child's teacher to see if there is a designated sharing time. Please label all items brought to school. Appropriate books and CDs enrich the children's lives and may be brought in with the approval of the teacher.

ARRIVAL AT THE CENTER

Sign In

- To ensure the safety of your child please accompany your child into the classroom.
- All children must be signed in and out of their classroom daily.
- Please sign your full legal signature. Do not use your initials or titles, such as "mom" or "dad".
- Make verbal contact with a teacher in order for us to know that your child has arrived. This allows time to share any pertinent information that may be relevant to your child.
- Difficulty with separation is not unusual for children, especially during their first weeks of attendance.
- Please help prepare your child for your departure. Do not try to "sneak away" or "slip out" as this action creates anxiety for your child. Tell your child that it is time for you to go and you will be back to pick them up, then leave.
- Prolonging your good-byes sends a mixed message to your child and can increase anxiety.
- A teacher will be happy to assist you if necessary and help your child settle into an activity.
- 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 at any time to check on your child.

Sign Out

- Only authorized adults over the age of 16 may pick up a child.
- When picking up children from the center, please be sure that a staff person knows that the child is leaving.
- Please advise family and friends who occasionally pick-up that photo identification will be required.
- If there are any changes in pick-up plans or arrangements, please notify office staff.
- Staff are not allowed to transport children during work hours.
- Under no circumstances will we release any child to a person who appears to be under the influence of drugs or alcohol. A pre-approved individual will need to pick up the child.

Please check your child's cubby each day for messages, art work, or other take-home items.

HOURS OF OPERATION

The Betty J. Taylor Early Learning Academy will be open Monday through Friday from 7:30am to 5:00pm. We are unable to provide DROP IN child care.

School hours are:

- Monday through Thursday from 9:00am to 3:30pm.

Before & After Childcare hours are:

- Monday through Thursday from 7:30am to 9:00am and 3:30pm to 5:00pm
- Friday from 7:30am to 5:00pm.

Drop Off Time

- Betty J. Taylor Early Learning Academy drop off time is from 8:45am to 9:15am.
- Children are not accepted after 9:15am, unless you have prior approval from your Family Advocate.

Pick Up Time

- School day ends at **3:30pm**.
- If you are held up due to unforeseen circumstances, please contact the main line at 360-716-4250.

- A late pick up fee of \$2/minute will be billed for children not enrolled in the Before & After Care Program.
- If your child has a medical appointment scheduled before pick up time, please inform the front desk and provide a note from the provider to your child's teacher upon return.
- Late fees are the responsibility of the family. Please make sure that others picking up your child are aware of these late fees.
- If your child is not picked up by **3:35pm**, staff will begin calling the families emergency contacts.
- After one half hour, if we are still unable to reach a parent or emergency contact, we must call Child Protective Services (CPS).
- CPS or possibly beda?chelh will then take the child into custody and continue trying to reach the parents.
- Children enrolled in after care, and left after 5:00pm will be charged \$2/minute at 5:01pm.

BEFORE AND AFTERCARE

If you need Before & After Care, you can contact the front desk to fill out the appropriate forms. Before & After Care costs are based upon the State childcare rates per our grant requirements. You may be eligible for other grant funds to help pay for those additional expenses.

Tuition is payable in advance for your child's slot. Payment is due in full at the first of each month. This includes CCDF and DSHS co-pays. Payroll deduction or Per Capita is an option for Tribal employees/members as well.

The academy offers a discount to full pay clients with more than one child attending the academy. The 1st child or only child will be charged the ½ day state rate, M-TH, **except** for Fridays. On Friday they will be charged the full day state rate.

- The second child in the family will receive a 10% discount on their overall total monthly charge for the before and aftercare for their children.
- If there are three or more children in the family then they will receive a 15% discount off their total monthly charge for the before and aftercare services.

These discounts are for families that are not receiving DSHS or CCDF. Those families are already receiving assistance through the State or Federal Government.

Statements will be provided as a courtesy, however families are still expected to make their payments on time to the cashier's window at the Administration Building.

Parents will be notified when payments are past due. Past due accounts will not be tolerated. If an account is two weeks past due, parents will be asked to remove their child from **Before & After Care**. Payments in arrears will be taken from per capita if arrangements are not made to catch up and stay

current. Non Tribal members may be referred to small claims court for their unpaid childcare arrears. There will be a fee charged for any NSF checks returned.

Please contact the Billing Coordinator or a TELA Manager for any questions about billing or child care assistance.

HOLIDAYS

We operate on the Tribal Government calendar. The following days, the center will be closed:

- New Year's Day
- American Indian Day (or Martin Luther King Jr. Day)
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Tulalip Day (Day after Thanksgiving)
- Christmas Eve (Closing at noon)
- Christmas Day
- Tribal Government Holiday Closure
- New Year's Eve (closing at noon)
- Employee Appreciation Days (Christmas and summertime)

Every attempt will be made to ensure that families are not inconvenienced. However, there may be times that the Academy needs to be closed.

The Academy will be open unless The Tulalip Tribes offices are closed for inclement weather. You can receive information on the day of inclement weather by calling the main office: (360)716-4000 and listening to the message or texting Storm to 30644 for storm updates. The Tulalip Tribes operates by the Marysville School District Closures.

For sanitation reason we will close if there is no water, heat or electricity for longer than half an hour. Parents will be required to pick up child within a half an hour.

**** During closures or a child's illness, the family is responsible for having back up child care. We appreciate your cooperation. ****

GENERAL DAILY SCHEDULE

8:45 am	Welcome, wash hands upon arrival, free play
9:00 am	Breakfast
9:30 am-11:15am	Learning Activities
11:15 am	Wash up for lunch/lunch
11:30 am	Lunch
12:15 pm	Nap/Rest time
1:45 pm	Up from Nap/Rest time
2:00pm	Outdoor Activities
2:45pm	Snack
3:00pm	Learning Activities
3:30 pm	Pick Up, art, sensory, stories etc.

*** This schedule is subject to change based on the individual needs of, and developmental appropriateness to the children.**

DAILY CARE OF CHILDREN

Curriculum

The Betty J. Taylor Early Learning Academy Curriculum of choice is “Creative Curriculum”.

These are the areas that we incorporate into the daily routine of our children:

- Lushootseed Language and Culture
- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts

- English Language Acquisition

We integrate these areas of learning to provide a robust learning experience for our children. The teachers have curriculum planning time to help them be prepared to provide engaging activities and experiences for the children we serve.

Nutrition

Breakfast, lunch, and an afternoon snack will be made available to enrolled children.

	Birth-3	Preschool
• Breakfast is served at:	9:00am	9:15am
• Lunch is served at:	11:45am	12:00pm
• Snack is served between:	2:30pm and 3:30pm	

Our program utilizes the Child and Adult Care Food Program. Monthly menus will be provided to families and are on a 6 week cycle to provide diverse options to our children. Meals are served “family style” with children being encouraged, not forced, to eat. During this time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat. We encourage children to taste each item being served. Teachers “model” how to eat during mealtime. They will show children how to serve up their plates and try each dish on the menu.

Allergies

If a child has a food allergy or special menu requirements due to a health condition, you must:

1. Receive written directions from the child’s health care provider and parent to provide nutritional supplements (such as iron), a medically modified diet (such as diabetic or an allergy diet).
2. For allergy diets, the parent and child’s health care provider must:
 - a. Identify the foods the child is allergic to
 - b. Include the allergies on the Individual Health Care Plan
 - c. Specify an alternative food with comparable nutritive value
 - d. Notify staff of the reactions

The Betty J. Taylor Early Learning Academy will post each child’s food allergies in locations where food is prepared and served.

Outside Food

- We do not allow outside food to be brought into the center.
- While walking through the center you might drop crumbs of a food that might contain allergenic ingredients for one of our children.
- If a child arrives with outside food or drink, staff will take the food and return it to the parent or it will be discarded.
- This helps prevent those with food allergies from being exposed to harmful foods.
- Due to allergy concerns, we prohibit peanut butter or foods with peanuts in the center.
- For birthdays or other special occasions, please contact your teacher for assistance.
- We appreciate your cooperation in helping keep our children and families safe.

Diapering

Diapers are provided for the birth to 3 side during program hours **9:00am-3:30pm**.

Parents will need to provide diapers, wipes or pull ups for:

- Before, After and Friday care for Birth to Three.
- Children attending Preschool.

All ointments and creams are to be in original containers with Over-The-Counter Medication Forms completed and signed by parents before use.

Toilet Learning

During toilet learning, we understand that children have accidents, and we emphasize that:

- Each child's dignity and sense of self-worth will be preserved.
- We will work in partnership with families for consistency at school and home while toilet learning.
- Extra clothing and shoes needs to be provided for accidents.
- We do not use bribery for toilet learning.

There may be times when a preschool child is having a toileting issue due to physical or medical reasons. If a child is having two or more accidents and is having difficulty cleaning themselves up or refusing to accept assistance from a teacher, a parent will be called to come and assist the clean-up of the child and/or will need to take the child home.

Naptime and Rest Time

- The Center provides sheets and blankets for rest mats and cribs.
- Infants sleep 'on demand' throughout the day.
- Children 12 months and up will be offered a 2 hour rest time just after lunch. If a child does not want to sleep they will be offered another quiet alternative while their classmates are sleeping.

Outside Time

Our Academy is committed to providing more environmental education which means more "outside time". The weather in Washington can be cold and drizzly, we ask that you dress your child appropriately. Please send labeled clothing appropriate for the weather. During a light rain we may take a walk, so a raincoat is advisable. On snowy days send boots, hats, gloves, and layers of warm clothing. We are required by licensing to have daily outside time.

Children's Clothing

- Please make sure that your child's clothing fits well and is weather appropriate.
- Make sure that your child is wearing well fitted, comfortable shoes.
- Flip flops without heel straps are unsafe.
- If your child arrives wearing these shoes, we will ask you to provide another pair, which may require a trip back home.
- This ensures that your child will be able to move freely and be safe while out on the playground.
- It is important to label your child's clothing with their first AND last names.
- This will help prevent your child's clothing from going home with another child.
- Make sure your child has at least two changes of clothing.
- We are a "hands on" facility. Children learn best through playing and they WILL get dirty.
- Clothing must also be available for diaper leakages and accidents during toilet training.
- Please check your child's extra clothing for size and weather appropriateness.
- Young children may need several changes of clothing each day, especially those involved in toilet learning.

We use a bleach spray to sanitize toys and the changing area. As bleach will cause discoloration, please refrain from dressing your child(ren) in clothing that hold high value.

Field Trips

We live in a beautiful environment on Tulalip Bay. To enhance children's knowledge of their community and to provide environmental (outdoor science/environment classroom) education, we will take walks on local trails and to the beach. These walks may be spontaneous depending upon weather or other activities going on in the area.

Field trips enrich the lives of children in many concrete meaningful ways. Your child's teacher will notify you of any trips your child will make outside our local neighborhood.

We are unable to provide transportation. If you choose to drive yourself, drivers are required to provide age appropriate car seats, seat belts, a properly working car, proof of insurance, and a valid driver's license.

CHILD BEHAVIORAL GUIDANCE

All Children need to feel safe at the Academy. When there are behavioral concerns that affect other children's safety, staff will redirect and then follow these guidelines:

1. Guide the child's behavior based on an understanding of the individual child's needs and stage of development
2. Promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others
3. Ensure behavior management and guidance practices that are fair, reasonable, consistent, and related to the child's behavior.

HEALTH AND SAFETY

Emergency Preparedness

- The Betty J. Taylor Early Learning Academy has a handbook for staff to address emergency issues that may arise.
- The Academy has one fire drill a month so that children and staff are comfortable getting out of the building quickly and safely.
- We have at least two earthquake drills in a year.
- The Academy is required to have back packs on site to provide a snack and drink for each child in case of a real emergency.

For more detailed information, you can request to review it in a TELA Manager's office.

Accident/Illness Report Forms

- If your child is involved in a mishap that requires any type of attention or first aid, 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.
- If your child is ill, we will notify you if it meets our performance standards for notification such as elevated temperature, diarrhea, vomit, lice, etc.
- There may be times when we feel it is important to contact you with details of an incident. This includes, but is not limited to: bruises, bites, head injuries, etc.

CHILD ABUSE POLICY

All state licensed childcare programs, by law, are mandated to report any suspicion of safety concerns, possible child abuse or neglect to the proper authorities. Failure to do so can result not only in the loss of the Academy's license, but also in possible charges filed against the staff/agency or institution responsible for the Academy.

For us, this means that all staff receive training on the issues of child abuse and neglect and specific instructions on what to do if anyone has any reason to suspect a child is in an unsafe situation or being abused.

Our staff is bound by law to:

1. Protect the children in our care from child abuse, neglect, or exploitation.
2. Report an instance when we have reason to suspect that child physical, sexual or emotional abuse, child neglect, or child exploitation has occurred. This report must be made to children's administration central intake.
3. Make a report to local law enforcement if there is immediate danger to a child.

APPENDIX:

- a. Parent Code of Conduct
- b. Parent Agreement



Parent Code of Conduct

Child's Name: _____

In order to maintain an orderly, respectful and secure learning environment for the students and staff of the Betty J. Taylor Early Learning Academy (BJTELA), it is essential that all parents, governing body members and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth below:

Parents are expected to:

- If you are having concerns with anything about the Academy, please contact the teacher or Family Advocate before contacting the TELA Manager or Director. Refrain from use of social media to address concerns with Academy.
- Recognize that the education of children is a joint responsibility of the parents and BJTELA Staff;
- Help their children understand that appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them;
- Convey to their children a supportive attitude toward education and the program;
- Build good relationships with teachers, other parents and their children's friends;
- Respect and promote the unique identities of all children, youth and families and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or sexual orientation;
- Follow program confidentiality policies concerning information about children, families, and employees in the BJTELA;
- Address misbehaviors of their children in a positive way. Physical or verbal punishment of children is not allowed in the classroom or at family events. This includes, but is not limited to, striking or cursing at your child, or another child.
- Direct all concerns regarding other children to BJTELA staff immediately. It is never appropriate for a parent to discipline another child at a BJTELA event or in a classroom. If a child is in immediate danger, please use common sense and assist **if** necessary.
- Treat BJTELA staff members with respect in the classroom, on the phone and at events. It is never appropriate for a parent to threaten or yell at a staff member.
- Use appropriate language in the presence of young children. Cursing/swearing or yelling is not allowed.
- Refrain from smoking or vaping on Academy grounds or during events. Smoking and vaping must be done off Academy grounds away from **and** out of view of the children.
- Refrain from use of alcohol or other controlled substances on academy grounds or events. Children will NOT be released to a parent/adult that appears to be under the influence of drugs or alcohol.
- Address problems with other parents and staff in private, away from children attending a BJTELA function or classroom. Quarreling in front of children at a BJTELA function or classroom is not allowed.
- Use appropriate vehicle restraints at all times. This a CPS issue and will be reported to the proper authorities.
- Refrain from leaving their child(ren) in a vehicle – running or not – while dropping off or picking up children to the program. This a CPS issue and will be reported to the proper authorities.
- Update emergency contact information with program staff when changes occur. **(If we do not have an emergency contact list, you will not be able to leave your child.)**



- Inform staff of their child’s health history on the General Health History Form and will report any health condition that their child might have.
- Have their medical provider complete an Individual Health Care Plan to ensure that staff is aware of the health condition and will follow any specific instructions from the health care provider in order to keep their child safe while attending the Academy.
- Inform staff of changes in the home situation that may affect student conduct or performance.
- Parents must provide Diapers and Wipes prior to dropping off or the child will not be accepted.
- Parents must pick up their child within a half hour if called for any reason.

If at any time a person has a concern or grievance with another parent, staff person, child or program policy, it is necessary to bring it to the attention of a Coordinator and if not available to a TELA Manager. The final step will be the Director of the Betty J. Taylor Early Learning Academy. The issue will be addressed and brought to a resolution with the aid of management and staff. Failure to follow this guideline will result in the following progressive action.

1. A meeting will be scheduled with parent/grandparent/caregiver/adult not following the Parent Code of Conduct Policy.
2. Official notice through written documentation will be provided to person not following Parent Code of Conduct for a second time. They will be asked to review the Parent Code of Conduct and re-sign.
3. The person not following the Parent Code of Conduct for a third time may be banned from the building until the Leadership Team can review the incident. Special arrangement for pick-up and drop-off of child will need to be made with the Academy Director.
4. A parent/or child may be excluded at any time for a serious health or safety concern until a meeting with the family or the Policy council occurs.

In the event of a dispute in regards to discipline due to a child’s redirection, a parent may request an informal investigation of the situation. Cameras will be reviewed by staff and a decision will be made to address the issue appropriately.

Failure to comply with the policies outlined herein may lead to a staff member contacting the parent(s) involved. It is not our wish to exclude or terminate the enrollment of any child or family. If a situation arises that places staff, children, or family members at harm, the Betty J Taylor Early Learning Academy program reserves the right to re-evaluate the enrollment status of a family.

Parent Code of Conduct Adopted by Policy Council on this _____ day of _____, 20__.

Signed: _____

Printed Name: _____

Child: _____



PARENT AGREEMENT

In order to assure that our parents clearly understand our policies and procedures, we require all parents to read the handbook.

- Parents are responsible for having back up child care when we are closed – due to emergencies, holidays or when your child is ill.
- Parents, or a responsible designated adult must walk into the building with the child each day and make sure their teachers know your child has arrived and must also let them know when you are leaving.
- You **MUST** keep your child home if they display one or more of the following symptoms: fever **101 degrees or more, diarrhea (2 or more), or vomiting (1) within a 24-hour period. Children too sick to fully participate in activities, including outside play MUST be kept home.**
- Parents need to inform the center of changes in address, phone numbers, and emergency contact information.
- Parents are expected to pick up their child **ON TIME**. There will be a charge of \$2/minute that you are late, **NO EXCEPTIONS**.
- **No medication can be administered to a child without written parental consent and/or instruction from a health care provider.**
- The Director or TELA Manager must be given written/verbal notification if a child is withdrawn from the program.

I, _____, agree that I have read and received a copy of the Tulalip Early Learning Academy Handbook. By signing this, I also agree to abide by the policies set in the handbook.

Child's Name

Parent/Guardian Signature

Date

