

2018-2019



WELCOME!

THANK YOU FOR JOINING LATONA SCHOOL ASSOCIATES.

WE HAVE SERVED THE COMMUNITY OF JOHN STANFORD INTERNATIONAL SCHOOL, THEN CALLED LATONA ELEMENTARY SCHOOL, SINCE 1985.

THIS HANDBOOK WILL PROVIDE YOU WITH A DESCRIPTION OF OUR PROGRAM AND DETAILED POLICY CONTENT FOR YOUR REFERENCE.

EMAIL: ADMIN@LATONASCHOOLASSOCIATES.COM

PHONE: (206) 547-8767

WEBSITE: WWW.LATONASCHOOLASSOCIATES.COM

Physical Address
4057 5th Avenue NE
Seattle, WA 98105

Business Address
PO Box 31771
Seattle, WA 98103

Our Program	2
LSA Staff Mission	2
Alignment	2
Enrichments.....	3
Enrollment and Waitlist Policy	3
Tuition.....	4
School Vacations.....	5
Full Day childcare.....	5
Summer Program	5
Food.....	6
Discipline Policy	6
Things we need you to do	7
Our Policies	7
History of LSA	8
Grievance Procedures	8
Child Abuse Policy	8
Snow/Inclement Weather Policy.....	9
Non-Discrimination Policy	9
Late pick-up fees.....	9
Media Policy	10
Transportation Policy	10
Off-Hours Contact with LSA Staff	10
Pet Policy	11
Public School Labor Dispute Policy.....	11
Health and Safety Procedures	11
Medication Management.....	11
Excluding Ill children.....	12
Pesticide Policy	13
Emergency Procedures	14
Minor Emergencies.....	14
Life-Threatening Emergencies.....	14
Asthma and Allergic reactions.....	15
Disaster Plan (Brief).....	15

OUR PROGRAM

LSA STAFF MISSION

The LSA staff mission is to create a learning environment, in partnership with parents and JSIS that respects and honors the whole child, fosters social skill development and growth and provides experiential learning opportunities in a safe, engaging and culturally inclusive manner.

LSA IN THE MORNING: 7:00 AM TO 7:45 AM

Parents sign students in as they arrive; staff also sign students in on the AM enrollment sheet. Each child spends their time in the primary LSA classroom space.

- 7:00 AM: LSA opens
- 7:25 am: The Gym opens, as needed
- 7:45 am: Children are signed out to JSIS playground supervisors

LSA IN THE AFTERNOON: 2:30 PM TO 6:00 PM (1:15 PM ON WEDNESDAYS)

Kindergarteners, first grade and second grade students are brought to the gym by their JSIS teachers. Third, fourth and fifth grades students walk to their respective classrooms. All students are signed in by LSA staff and escorted to their LSA classrooms.

- 2:30 pm Students are signed in and transition to class meeting. Some classes do homework, activities, free-choice, etc. depending on each class's schedule.
- 3:00 pm Some classes eat snack in the dedicated LSA classrooms. Other classes have recess either outside or in the gym. Our afternoon snacks are served with water and feature at least two nutritional components, for example, bean burritos and fruit, or cheese, crackers and a vegetable.
- 3:30 PM: Snack and Recess groups rotate.
- 4:00 PM: Daily activities are announced and begin. Activities range from homework completion, cooking, art and craft projects to group games, science activities and long-term continuing projects.
- 5:15 PM: After the daily activity, supervised free play, continuing homework assistance, and outside play (depending on the group's needs and the weather) are all options. Staff monitor students in transition from one area to another, i.e. outside, gym etc. with walkie-talkies and head counts.
- 6:00 PM: LSA closes.

ALIGNMENT

In accordance with Seattle Public Schools Alignment Agreement, our curriculum is planned to offer homework support and align with themes from each students' JSIS classroom curriculum. We strive to maintain ongoing communication with the JSIS staff to further support student learning during LSA time. The Alignment Agreement with SPS is posted on our website, www.latonaschoolassocates.com

ENRICHMENTS

The JSIS PTSA offers a variety of enrichment programs, known as ASAs. Students who attend PTSA activities will be signed-in to their LSA classrooms, then signed-out and escorted to and from these activities by an authorized PTSA volunteer. Lists and descriptions of activities are available through the school's office by the third week of September. **If your child attends a PTSA activity that occurs during LSA snack time, please send them with a snack to take to their activity.**

PTSA volunteers will escort students back to their LSA classroom and sign them in. If you pick up your student directly from the PTSA activity directly, please SIGN OUT at LSA as well, as we will be expecting that they return to LSA when the activity concludes

ENROLLMENT AND WAITLIST POLICY

IMPORTANT DATES

- Enrollment begins May 1st for existing LSA students/families, aka "Returning Enrollment", for the following September
- Enrollment begins May 15th for students/families that are new to JSIS and/or LSA, aka "New Enrollment", for the following September
- No waitlist or enrollment requests for the up-coming school-year will be accepted or confirmed prior to May 1st for Returning Enrollment or May 15th for New Enrollment

RETURNING ENROLLMENT

- Re-enrollment forms will be made available to all families currently enrolled at LSA on May 1st
- For families returning to LSA, the days which you are enrolled (in June of the current school-year) are guaranteed for the following September
- To increase enrollment days, please indicate the days that you would like, and the student will be added to the grade-specific waitlist for the requested days, on a first-come first-served basis. We strive to confirm each student's enrollment by June 15th (though it may be a little later than that)
- Re-enrollment forms are due by May 15th. If the Re-enrollment form is not returned by May 15th, the days a student is enrolled will be assumed to be vacated and sold to students on the waitlist

NEW ENROLLMENT

- Enrollment for students that are new to JSIS and/or LSA begins on May 15th
- New students are enrolled on a first-come first-served basis, after the childcare needs of our existing enrollment are met
- After the maximum capacity of each classrooms space is met, a waitlist is compiled on a first-come, first served basis

KINDERGARTEN ENROLLMENT

- To be enrolled at LSA the incoming Kindergarten student must have an SPS Assignment Letter for entering Kindergarten at John Stanford International School
- Incoming Kindergarten students that are siblings of existing LSA enrolled students are considered Returning Enrollment, and enroll May 1st to 15th
- Other incoming Kindergarten students are considered New Enrollment, and enroll beginning May 15th

WAITLIST/CLASSROOMS

- Grade-specific classroom enrollment is populated first by existing LSA students re-enrolling for the next school-year. This happens between May 1st-15th. This is followed by newly enrolling students, May 15th- 30th. After our available classroom space is met, a waitlist is compiled on a first-come, first served basis.
- When a day (or multiple days) becomes available, it is offered to the first person on the waitlist for that grade and that day. If a family does not accept the enrollment day or days offered, the student’s name is removed from the waitlist for the particular day or days offered. The available day is then offered to the next person on the waitlist
- LSA reserves the right to adjust the size, structure and location of each of the LSA classrooms, for any reason pertinent to the program’s function, with or without prior notice
- **Re-enrollment is a busy time for us; we strive to confirm each student’s enrollment by June 15th (though it may be a little later than that)**

TUITION

Fees are paid monthly in advance. Monthly invoices are inserted in the parent pockets, located near the sign in desk, by the first of the month. Payment, by check or money order ONLY, is due by the 10th of the month. Note that monthly tuition is to be paid in 10 equal payments, depending on your current enrollment; it is not prorated. A non-refundable registration fee of \$25 per family is required each year. Payments can be left with the Executive Director, Program Director or they can be mailed to: LSA, P.O. Box 31771, Seattle WA, 98103.

2018-2019	5 days	4 days	3 days	2 days	1 day
Before School (7:00am– 7:45 am)	\$120	\$95	\$80	\$70	\$50
After School (2:10 pm– 6:00 pm*)	\$450	\$400	\$350	\$300	\$200

Enrollment on Wednesday is assessed an additional \$20 monthly fee, due to our lengthened hours of operation.

In-service and vacation days when we operate full-day are \$40 each, in addition to the monthly fees.

Additional Drop-Ins may be purchased for any session at the rate of \$25 for the morning session, \$30 for the afternoon session, subject to availability. Prior approval by an LSA administrator is required for drop-in care.

LSA will be open during most school vacations, but is closed on legal holidays. Please see the table below for specific days and dates.

A late payment charge of \$2 per day will accrue after the 10th of the month. NSF charge is \$25 per returned check. If payment is not received by the last day of the month, the student may not be admitted to the program.

***Please make your best effort to pick up your child by 6:00pm, see Late Fee Policy for more details.**

SCHOOL VACATIONS

LSA will be closed on the following holidays for the 2018-2019 school year:

October 12	Professional Development Day
November 12	Veterans Day Holiday
November 22, 23	Thanksgiving Holiday
December 24-28	Winter Holiday
December 31- January 1	New Years' Holiday
January 21	Martin Luther King Holiday
February 18	Presidents' Day Holiday
May 27	Memorial Day Holiday

FULL DAY CHILDCARE

LSA will be open during Parent Teacher Conference Days before Thanksgiving Break, some of Winter, Mid-Winter and Spring Breaks, as well as on the Day Between Semesters. Additional sign-up is required to attend LSA on school-closure days. **Sign-up slips will be available at the front desk two weeks prior**, and must be returned to the office with a parent signature and the requested days of enrollment.

November 19, 20, 21	Parent/Teacher Conference Days
January 2, 3, 4	Winter Break
January 30	Day Between-Semesters
February 19, 20, 21, 22	Mid-Winter Break
April 8, 9, 10, 11, 12	Spring Break

SUMMER PROGRAM

REGISTRATION

LSA offers a Summer Program beginning the first full week after the July 4th holiday. Registration for the Summer Program begins in early February.

Incoming Kindergarteners **CAN** be enrolled in the LSA Summer Program if they are both 5 years of age, and have a sibling that currently attends LSA. Siblings of LSA students **CAN** be enrolled in the LSA Summer Program, regardless of the school they attend, if they are between the ages of 5 and 12 at the time of attendance. Students not currently enrolled at LSA are required to complete the LSA registration packet prior to attendance.

TUITION

Weekly rates vary from year to year. The goal of the Summer Program is to provide a fun-filled experience for the kids, while providing year-round employment for our staff, and a reliable and affordable service for parents.

NOTES/ADDITIONAL INFORMATION (SUMMER)

- Breakfast and Afternoon snack are provided, please send your child with a **READY TO EAT** and **NUT-FREE** lunch every day.

- Transportation on fieldtrips is via Metro Bus or Charter bus.
- All applicable policies outlined in the LSA Parent Handbook apply to the LSA Summer Program, including but not limited to the Discipline Policy, Medication management, late pick-up policy and more.
- Summer hours of operation are 8am to 6pm.
- Activities/Fieldtrips are subject to change. We make every effort to notify you of changes in advance.

FOOD

On a normal school day LSA an afternoon snack served in each classroom at 3:00pm or at 3:30pm, for classrooms that go to recess first. Both exceed the WAC nutritional guidelines. We serve homemade and healthful foods, with fresh ingredients as often as possible, including many things made from scratch, featuring organic ingredients. Copies of our monthly snack schedule are posted by the sign in desk. **On full-days students are required to bring lunch from home.**

We discourage food from home being consumed at LSA during afternoon snack. If your child has special dietary needs please let the LSA administration know.

LSA is an absolutely “Nut-Free” center due to student and staff allergies. This policy includes peanuts and tree nuts. On occasions when food is sent from home, please respect this for our safety!

DISCIPLINE POLICY

LSA follows the guidelines and goals of the Positive Discipline Model. The goals are: learn to make good choices, learn problem solving skills, learn values such as respect, responsibility, honesty, and caring for others. We strive to have a clear and consistent set of rules and routines, give children choices, and employ logical and natural consequences. Logical and natural consequences are the effects that follow certain behaviors, consequences that the child can relate to and that have meaning to his/her life. The goal is to increase awareness that offending/inappropriate behavior impacts others and that impact is evaluated. Children are taught three conflict resolution steps: 1) communicate with words, i.e. “Stop. I don’t like that”, describing the behavior one wants stopped; 2) walk away; 3) get help from a supervising adult. The guidance methods include redirecting, planning ahead to prevent problems, modeling/practicing appropriate behavior, and encouraging children to be involved in solving problems.

JSIS/LSA Student Expectations:

LSA has adopted the JSIS student expectations. They are:

- I use respectful language
- I am in the right place at the right time
- I take responsibility for my learning
- I move safely to, from, and on the school grounds
- I care for school property in a responsible way
- I am considerate and respectful of myself and others
- I will prevent and report bullying in my school.

In instances where physical harm to self or others is a possibility, physical restraint may be used. In such instances both the parent and our licensor will be notified.

RATIOS

LSA maintains a 10:1 student to teacher ratio, or lower. All teachers are in communication with one another via walkie-talkie regarding the location of individual students. Each staff member is responsible for maintaining their group ratio, as well as knowing the location of every student in their group.

THINGS WE NEED YOU TO DO

- Parents/guardians must sign their children in and out, with a **complete signature**, in addition to making contact with a teacher. Students cannot sign themselves in or out, and cannot be signed out by a minor. Children will be released to parents and authorized adults ONLY. Children will NOT be released to an adult who is, or appears to be, impaired or is otherwise deemed by staff as unable to provide care for the child, for any reason. We will check photo identification of anyone we do not recognize as an authorized pick-up.
- **If a student will be absent from LSA please notify LSA, by phone or email immediately. (Otherwise we assume they're missing and start a frantic search!)**
- **All enrollment changes must be given in writing, 2 weeks in advance.** Requests for decreases in scheduled enrollment must be received by the 15th of the month to be effective for the upcoming month. All invoices will be processed for the upcoming month based on enrollment as of the 15th of each month. Requests for increases in scheduled enrollment may be immediately accommodated subject to availability.
- Parents are responsible for notifying their child's JSIS teachers of their LSA enrollment and changes of such enrollment.
- Please notify LSA of any change of address, phone number, email change, or employment change. We MUST have accurate contact and emergency information at all times!
- Parents are urged to discuss with the staff and/or administration any questions concerning their child.
- If your child is ill, please keep them home!
- **Please monitor your parent pocket and the Sign-In table.** Newsletters, vacation day sign-ups, event notices, invoices, and other important information will be put either in your parent pocket, alphabetized by your child's last name and located on the sign-in table or next to the daily Parent Sign-In and Out roster.

OUR POLICIES

LSA (ORGANIZATION) MISSION STATEMENT

To serve the John Stanford International School community by providing high quality before and after school childcare in an enriching, safe, healthy, inclusive and supportive environment. The program is tailored to aid our children in their physical, emotional and educational development

Below are the values that we ascribe to:

Provide Excellent Programming

- Provide childcare services before and after school, during school year vacations, teacher in-services and early dismissals.
- Encourage social skill development
- Support academic achievement through a designated homework time with staff assistance and other projects.

- Promote physical fitness, self-confidence, creativity and critical thought development.
- Offer a range of specialized extracurricular activities.
- Foster an inclusive community with a positive and proactive approach to discipline.
- Augment the JSIS curriculum with international and multi-cultural project themes.

Promote a Healthy Environment

- Maintain a comfortable, interesting and safe space.
- Promote environmental responsibility through education, conservation, reuse and recycling of resources.
- Teach and promote good hygiene.
- Provide healthy foods.

Assure Excellent Staff

- Maintain a low child-to-staff ratio.
- Encourage clear and open communication between children, staff and parents.
- Seek diversity when hiring.
- Offer competitive salary and benefits to attract and retain highly qualified staff.
- Promote staff excellence through ongoing professional development.

Maintain Good Business Practices

- Maintain a solid financial position with adequate cash balances and reserves.
- Offer competitive rates to keep the program affordable to all families.
- Manage costs while ensuring a high-quality program.
- Maintain efficient and proper accounting procedures.

HISTORY OF LSA

Latona Before and After School Program is operated by Latona School Associates, a Washington State nonprofit corporation. It was established in 1985 by a group of parents who wanted their children to have a safe daycare environment, based at the then Latona Elementary School. The program serves approximately 170 children with maximum enrollment of 156 children on site. LSA is licensed by DEEL of Washington State, for ages 5 to 12 years.

GOVERNANCE

LSA is governed by a board of directors who hire an Executive Director to administer the program. Directors are parents of LSA students and are appointed or elected to the Board. Board meetings are held monthly and are open to all the parents of LSA students.

GRIEVANCE PROCEDURES

Within the context of the childcare/parent relationship, a grievance is a point of difference or dissatisfaction stated by the parent. Parents are asked to make a good faith effort to discuss differences promptly with the Executive Director. If this does not result in the resolution of the disagreement, a grievance should be filed with the Board of Directors. A written grievance can be addressed to the entire Board of Directors or to any individual Director, or any Board member may be contacted by telephone. A list of the Board of Directors is on the Parent Announcement Board, by the sign-in desk.

CHILD ABUSE POLICY

LSA will not tolerate any form of child abuse, sexual, physical, mental or emotional. We prohibit any person on the premises to use corporal punishment, or hit, jerk, shake, spank, slap, kick, or inflict physical pain to students.

LSA Staff is required by Washington State law to report immediately to the police and /or CPS as well as to the licenser, any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse of child neglect or exploitation. Staff will consult with the director, call CPS and document the occurrence in the child's file.

We may not be able to notify parents if the police or CPS is called about a possible child abuse/neglect/exploitation, depending on recommendations by CPS.

SNOW/INCLEMENT WEATHER POLICY

PLEASE NOTE THE FOLLOWING, IN THE EVENT OF SNOW OR INCLEMENT WEATHER :

- If JSIS is closed due to weather, LSA is closed as well
- If JSIS opens late due to weather, LSA opens late as well (i.e. if JSIS opens 2 hours late, LSA opens 2 hours late)
- If JSIS closes early due to weather, LSA will be closed as well
- If LSA deems it necessary to close earlier than 6pm due to snow, we will notify you via email and/or phone
- If it snows on a break/full day, we will notify you of LSA operation status via email as soon as possible
- **If in doubt, please call before bringing your child to LSA!**
 - (206) 547-8767 (Office)
 - (206) 551-1782 (Cell)
- Announcements of closure are made by SPS via automated phone message, you can also check the [SPS Website](#) and [Facebook page](#)

NON-DISCRIMINATION POLICY

It is the policy of LSA that no person shall be subjected to discrimination because disability, race, color, national origin, religion, gender identity of expression, citizenship status, marital status, genetic information, military or veteran status, sex, sexual orientation, age, or any other characteristic protected by law, or the presence of any physical, mental, or sensory handicap. This policy applies to every aspect of the LSA program, practices, policies and activities, including client services and employment practices.

It is a policy of LSA that we will make reasonable accommodation to physical or mental limitations of disabled children in our care, as well as for those children seeking care.

LATE PICK-UP FEES

Parents must pick up their children by 6:00 pm. Staff have family and other obligations to meet in the evening. If an emergency arises and late pick-up is inevitable, please call and let the staff know as well as arrange for an alternate authorized adult to pick up. A late fee of \$1 per minute will be charged for the first 5 minutes. The rate will increase to \$3 per minute thereafter. Charges will be added to you next monthly invoice.

FIELD TRIPS

We expect to go on field trips, especially during Winter Break, Mid-Winter Break, Spring Break and In-Service Days. At least a week's notice is given when trips off-site are planned. **By signing your child up for care on these days, you acknowledge that LSA will be going on the specified fieldtrip.**

MEDIA POLICY

MUSIC

Use of music varies by classroom, developmental level and student need. As such the use of music and type of music will vary. Activities using music are discussed by staff and administration to determine their merit and appropriateness.

Music listened to at LSA- for specific activities or general listening- is carefully chosen to serve its purpose (i.e. dance activities) while being developmentally appropriate in its content. Content is approved by supervising staff prior to being listened to by children at LSA.

COMPUTERS, INTERNET, DEVICES

Use of computers and devices varies by classroom, developmental level and student need. As such the activities students are permitted in computer use vary. All use, of all age groups is discussed by LSA staff for the purposes of determining the merit and appropriateness of such use, an use is supervised by a staff person. In general, computers and devices without supervision of an LSA staff member, and will only use computers and devices for;

- Educational purposes, such as certain games, programs and activities deemed appropriate by LSA administration and staff
- Research purposes, to allow for completion of homework, information gathering, etc.

TV AND VIDEO

Use of video media varies by classroom and developmental level. It is rare that LSA employ the use of video for purely entertainment value without having thematic, seasonal or other similar tie-in to LSA activities or curriculum. In general, the following rules apply to the use of video media at LSA:

- Parents will be notified in advance whenever video of any kind is used/shown.
- All film viewing is optional and other alternative activities will be provided.
- In general, the film shown will be rated “G” by the Motion Association of America (MPAA)
- Some “PG” rated films may be shown, but only to older students (3rd grade and up), and only when LSA Administration has previewed the film and deemed it appropriate.
- Use of YouTube, or similar online/streaming video will only be allowed when initiated and directly supervised by an LSA staff.

TRANSPORTATION POLICY

Parents, guardians or other authorized adults are responsible for transporting children to and from the program. Transportation for field trips will be by Metro bus, private charter bus, or by walking.

RELIGIOUS ACTIVITIES

There will be no religious activities as part of the program. Support will be shown for any form of religious expression of the child and his/her family.

POLICY REGARDING OFF-HOURS CONTACT WITH LSA STAFF

LSA does not promote or encourage off-hours contact between LSA staff and LSA children. Any arrangements made with LSA families for off-hours child care or contact with LSA families and their children are made in the

staff member's individual capacity, and not as an LSA employee, and as such, services shall not be promoted as those of an LSA employee. LSA does not supervise staff member's activities after regular program hours.

PET POLICY

Children can learn many life lessons from loving and caring for pets. However, the LSA environment is generally not ideal for the keeping of animals, thus we do not currently have any class/center pets. If this changes, you will be notified. For more details about pets, please see our animal specific pet policy, available from the office.

PUBLIC SCHOOL LABOR DISPUTE POLICY

LSA is in the unique position of partnering with both public school staff and with parents in keeping our students healthy, safe and ready to learn. These partnerships, although important to the success of each child, can result in a precarious position for LSA of "being in the middle" in the event of a labor dispute between Seattle Public Schools and the labor union representing those working within the school.

In the event of a labor dispute between Seattle Public Schools and the labor union representing those working within the school, LSA will assess staff availability and determine whether the program can safely operate. Note that under such conditions, hours of operation and number of students admitted to the program will be different than our normal operations. We will notify parents on service availability as soon as it is possible. In the event of a strike LSA may charge additionally daily fees to cover staffing and programmatic costs.

HEALTH AND SAFETY PROCEDURES

STAFF TRAINING REQUIREMENTS

All staff is required to be certified in CPR and First Aid and to have HIV/Aids training. Staff must also have a negative "Mantoux" TB skin test.

MEDICATION MANAGEMENT

PARENT/GUARDIAN CONSENT

Medication will only be given with prior **written** consent of the child's parent/legal guardian. This consent (The Medication Authorization Form) will include the child's name, the name of the medication, reason for the medication, dosage, duration (start and stop dates), special storage requirements and any possible side effects (use package insert or pharmacist's written information).

A parent/legal guardian will be the sole consent to medication being given, without the consent of a health care provider, **if and only if** the medication meets all of the following criteria:

- The medication is over-the-counter and is one of the following:
 - Antihistamine
 - Non-aspirin fever reducer/pain reliever
 - Non-narcotic cough suppressant
 - Decongestant
 - Ointments or lotions intended specifically to relieve itching
 - Diaper ointments or powders intended for use with "diaper rash"
 - Sunscreen for children over 6 months of age
- The medication is in the original container and labeled with the child's name; *and*
- The medication has instructions and dosage recommendations for the child's age and weight; *and*

- The medication is not expired; *and*
- The medication duration, dosage and amount to be given does not exceed label-specific recommendations for how often or how long to be given.
- For sunscreen and diaper ointment, the written consent may cover an extended time period of up to one year.

For all other medications (such as fever reducers, cough medicine, or antibiotics), the written consent may only cover the course of the illness.

HEALTH CARE PROVIDER CONSENT

A licensed health care provider's consent, along with parent/guardian consent, will be required for prescription medications and all over-the-counter medications that do not meet the above criteria. A licensed health care provider's consent may be given in 3 different ways:

- The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, duration and expiration date); *or*
- The provider signs a note or prescription that includes the information required on the pharmacist's label; *or*
- The provider signs a completed Medication Authorization Form.

STAFF DOCUMENTATION

Staff giving medicine will document the time, date and dosage of the medicine given on the Medication Log and will sign with their initials each time a medication is given (with a one-time full signature at the bottom of the page.) Staff will report and document any observed side effects on the Medication Log, located in the Records closet. Outdated medication authorization forms and logs will be kept in the child's file. Staff will only administer medication when all conditions listed above are met. Medication authorization and documentation is considered confidential and will be stored out of general view, with exception to allergies that require administration of Epi-pen.

SELF-ADMINISTRATION BY CHILD

A school-aged child will be allowed to administer his or her own inhaler when the above requirements are met AND: A written statement from the child's health care provider *and* parent/guardian is obtained, indicating the child is capable of self-medication without assistance. The child's medications and supplies are inaccessible to other children. Staff must record documentation of self-administered medications.

POLICY/PROCEDURE FOR EXCLUDING ILL CHILDREN

Children with any of the following symptoms will not be permitted to remain in care at centers with programs not specifically approved for the care of ill children: **Fever** of at least 100 ° F under arm *and* who also have one or more of the following:

- **Vomiting** on 2 or more occasions within the past 24 hours.
- **Diarrhea:** 3 or more watery stools within a 24-hour period, or any bloody stool.
- **Rash**, especially with fever or itching.
- **Eye discharge** until clear or until 24 hours of antibiotic treatment.
- **Sick appearance, not feeling well and/or not able to keep up with program activities.**
- **Open or oozing sores**, unless properly covered *and* 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
- **Scabies.** Students may return after treatment.

No rectal temperatures will be taken.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, no longer have significant discomfort and Public Health and Contagious Disease guidelines for Child Care are met. Staff members will follow the same exclusion criteria as children. Food poisoning and communicable disease incidents will be reported to the public health department and the licensor. Some contagious diseases must be reported to the local Health Department. The following is a partial list of such:

Mumps	Bacterial Meningitis
Polio	Campylobacteriosis
Reyes Syndrome	Cryptosporidiosis
Salmonella	Diphtheria
Shigella	E. Coli 0157
Tetanus	Foodborne illnesses
Tuberculosis	German measles (rubella, 3-day measles)
Typhoid Fever	Giardiasis
Viral Encephalitis	Gonorrhea
Whooping cough (pertussis)	Haemophilus influenza type b infection (Hib)
Acquired Immune Deficiency Syndrome (AIDS)	Hepatitis
Meningococcal infections	Kawasaki Syndrome
	Measles (rubella, 10-day measles)

IMMUNIZATION POLICY

LSA will not admit a child to the program without documentation that he/she is currently or in the process of getting all required immunizations. The only children we will admit without proof of up-to-date immunizations are those whose parents supply a signed statement that: a) they oppose immunizations on religious, philosophical, or personal grounds, b) the immunizations are medically unsafe or unnecessary for the child. The child's physician must describe the medical reason and sign a statement advising against the immunization.

PESTICIDE POLICY

At LSA, we follow the Seattle School District pesticide policy. We are dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for the children.

In order to control pests at LSA, we attempt to PREVENT infestation by:

- Taking out trash daily or more as needed
- Keeping trash cans or dumpsters covered
- Keeping grounds clear of food trash and debris
- Storing food in sealed plastic or metal containers
- Cleaning and sanitizing all dishes, utensils and surfaces used for eating of food preparation before/after meals
- Mechanically managing weeds
- Planting native vegetation that is non-toxic

We do not regularly apply any pesticides to our facility or grounds. In the event we must use a pesticide, we will provide written notification on the Parent Information Board, located above the sign-in desk, at least 48 hours before a building/structural pesticide application. Applications made on Friday evening with the following 2 consecutive days of building closure, will not always be posted. Pre-notification requirements do not apply to any emergency application for control of any pest that poses an immediate human health or safety threat such

as an application to control stinging insects. When an emergency center application is made, notification will be made, at the time of application and the Center will be evacuated and closed to protect children and LSA staff.

HAND-WASHING POLICY

Staff and students wash their hands when arriving at LSA, before eating, after using the toilet, when returning to class from recess and after any contact with body fluids. Parents are encouraged to wash their hands upon entering LSA as well.

TOBACCO, DRUG AND ALCOHOL POLICY

Consistent with Seattle Public Schools' tobacco, drug and alcohol policy, such illicit or controlled substances are not permitted on school grounds, including within LSA.

EMERGENCY PROCEDURES

MINOR EMERGENCIES

Staff trained in first aid will refer to the First Aid Guide located in each first aid. Gloves (Nitrile) will be used if any body fluids are present. Staff will refer to the child's emergency form and call parents/guardians, emergency contacts or health care provider as necessary.

Staff will record the incident on an Injury Report located in the office. The form will include the date, time, place and cause of the illness or injury, if known. A copy will be given to the parent/guardian the same day and another copy placed in the child's file.

The incident will also be recorded on the Illness/Injury Log, which will be located in the Records closet. Injury/Illness Logs will be reviewed monthly by the Executive Director. The logs will be reviewed for trends. Corrective action will be taken to prevent further injury or illness. All reports, including this log, are considered confidential.

LIFE-THREATENING EMERGENCIES

If more than one staff person present: one staff person will stay with the injured/ill child and send another staff person to call 911. If only one staff person present: person will assess for breathing and circulation, administer CPR for one minute if necessary, and then call 911.

- Staff will provide first aid as needed according to the First Aid Guide. Nitrile or latex gloves will be worn if any body fluids are present.
- A staff person will contact the parent/guardian(s) or the child's alternate emergency contact person.
- A staff person will stay with the injured/ill child, including transport to a hospital if necessary, until a parent, guardian or emergency contact arrives.
- The incident will be recorded on an Injury/Illness Report and Injury/Illness Log as described in "Minor Emergencies".
- Serious injuries/hospitalizations/death will be reported to the licensor and CPS immediately (name and phone on next page).

Staff will record the incident on Accident Injury Form, which will be kept in the office. The form will include the information as stated in #2 under Minor Emergencies. The parent/guardian will sign receipt for a copy of the report. A copy will be sent to the licensor no later than the following day after the incident. A copy will be placed in the child's record.

ASTHMA AND ALLERGIC REACTIONS

ASTHMA:

An Asthma Information Report and Individual Emergency Treatment Plan shall be kept on file for any child with asthma. Asthma triage plan shall be implemented when child exhibits asthma symptoms at school. Parents will receive written report on accident/illness form.

ALLERGIES:

A Food Allergy/Intolerance statement shall be filled out and kept on file for children whose registration form or parent report indicate severe food allergies. This form must be signed by a Health Care Provider and list foods to avoid, a brief description of how the child reacts to the food, and appropriate substitute food(s). There should be a space on the form for the Health Care Provider to indicate if the reaction is severe or not. If the reaction is severe, staff should follow an emergency protocol indicated by the provider such as the following:

- Administer prescribed epinephrine (Epi-Pen) immediately
- **AND/OR**
- Administer other prescribed medication
- **Call 911**
- Call Child's Health Care Provider
- **Stay with the child at all times**
- Hospitals used for emergencies:
- Children's Hospital, 4800 Sandpoint Way NE, Seattle, 526-2000
- Harborview Medical Center, 325 9th Ave, Seattle, 731-3000

EMERGENCY TELEPHONE NUMBERS

Fire Department	911	and	386-1400
Police Department	911	and	296-3311
Poison Control Center	800-222-1222		
Health Department (King County)	206-296-2770		
DSHS Licensor (Michelle Beebe)	425-559-3573		

DISASTER PLAN (BRIEF)

This is our disaster plan in brief. For the complete disaster plan please see the Program Director.

Fire, Natural Disasters & Widespread Emergencies

Purpose: In the event of a fire, natural disaster or other widespread emergency, LSA shall attempt to provide childcare services until children released to an authorized adult.

Disaster/Incident Response: The administrators or designated person in charge will classify an event as a disaster when an unplanned incident overwhelms the ability of the staff to operate at a normal routine. This includes natural disasters, such as an earthquake, flood, heavy snow, extreme weather conditions or fire.

We will:

- Keep flashlights and battery radios fresh

- Maintain emergency supplies adequate for our students and staff for a 72 hour period
- Post this policy and emergency evacuation routes in each classroom
- Review procedure with staff regularly and practice drills with children monthly:
- Fire drills are documented on the drill form in the office
- Earthquake drills are conducted following each fire drill
- Reverse Evacuation and “Lock-down” drills are conducted as deemed appropriate, not less than quarterly

LSA administrators, under the advice of the custodian and/or the administration at JSIS, will determine whether or not the emergency/incident requires evacuation of the building. If evacuation is called for, the children will be escorted to the far end of the playground near the fence by the staff where they will remain while family, guardian, or emergency contacts are notified of the situation, and arrangements are made for either the release or caretaking for the remainder of the day. In the event that the playground evacuation area is compromised or deemed unsafe, LSA will evacuate to Hamilton Middle School.

We immediately evacuate the building under the presence or suspicion of fire. If there is an earthquake the custodian will inspect the building for safety. We may, under our own discretion, with the advice of the custodian, choose to evacuate the building.

Emergency supplies reviewed annually by the LSA administration to ensure adequacy and quality. Additional supplies, maintained by Seattle Public Schools, are accessible to LSA and kept in the green container outside Kindergarten classrooms.

If it is the case that one or more children require medical treatment beyond the scope of what is feasible at LSA, children will be transported by EMS to UW Medical Center or Children’s Hospital.

RESPONSE PROCEDURES TO AN EMERGENCY REQUIRING LSA TO “LOCK-DOWN” THE BUILDING:

Purpose: In the event of an internal or external incident/emergency, LSA shall undertake the following procedure to secure a safe physical environment for the staff and students over the course of incident/emergency, until the issue is resolved.

Disaster/Incident Response: The administrators or designated person in charge will classify an event as an incident or emergency when an unplanned event presents a threat or potential threat to the safety and/or well-being of LSA students and staff, or normal operation of the LSA program. This includes trespassers on the school grounds, local criminal incidents, and any threat or perceived threat to student safety.

LSA administrators, with or without the advice of the custodian and/or the administration at JSIS, will determine whether the emergency/incident requires LSA to enter into a “Lock-Down” procedure.

PARTIAL LOCK-DOWN:

Purpose: Students will be gathered by their classroom Lead Teacher and brought to their classroom, unless another location is specified by LSA Administration. The purpose of this procedure is to secure a safe classroom space for each of LSA’s classes.

Incident Response: Upon the initiation of a “Lock-Down One”, administrators and staff must secure a classroom space by:

- Locking doors, covering windows;
- Maintaining a calm classroom environment;
- Maintaining communication with LSA Administration and other classes;

- Monitoring the entry and exit of the secured space, allowing only authorized access;

If it is the case that one or more children require medical treatment beyond the scope of what is feasible at LSA, children will be transported by EMS to UW Medical Center or Children’s Hospital.

COMPLETE LOCK-DOWN:

Purpose: Students will be gathered by their classroom Lead Teacher and secured in a specified location (varies by current location of class/students).

Incident Response: Upon the initiation of a “Lock-Down Two”, administrators and staff must ensure student safety by:

- Locking, barricading or otherwise securing a safe space for the students by any means necessary
- Taking shelter with the class in a specified location, remaining there until contacted by LSA Administration;
- Allowing only authorized entry into the secured space;

Administrators, with the advice of the custodian and police or emergency personnel, will determine when it is safe to return children to the classrooms and LSA to normal operations.

After the emergency, we will:

- Release children only to authorized adults, keeping them comfortable and safe until an authorized adult assumes responsibility for their care.
- Provide children activities to ease the stress of the situation, to the best of our abilities.
- Make every effort to return staff to their families

RESPONSE PROCEDURES TO AN EMERGENCY OR HAZARD IN AN LSA CLASSROOM OR ON JSIS GROUNDS

If an incident or hazard is present in an LSA classroom, on JSIS grounds, or other location where a threat may be posed to the safety or well-being of LSA students and staff, an Administrator will be notified immediately. LSA classroom radios will be used by classroom staff to say, “Admin to...” and the room number or location which the Administrator is required, twice consecutively. When the Administrator arrives, they will determine a course of action based on the circumstances. This includes, but is not limited to;

- Consulting the JSIS Administration and/or building Custodian
- Calling emergency services (911)
- Evacuating an area of the building or a classroom
- Evacuating the Building
- Initiating Lock-down procedure
- Notifying Seattle Public School Security Services

The administrator will provide classroom staff with the necessary directions when the course of action is determined.

DISCLAIMER

Please note that while we do our best to maintain a detailed and thorough Parent Handbook, some policies may change, with or without notice, according to Washington State Licensing requirements, LSA Administration and the decisions of the LSA Board of Directors. If you find any part of this document unclear, or have a recommendation for additional content, please speak with LSA Administration.