WELCOME!

THANK YOU FOR JOINING LATONA SCHOOL ASSOCIATES.


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

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GENERAL INFORMATION

HOURS OF OPERATION

On a normal school day our hours of operation are from 7am to 8am and 2pm to 6pm. During full-day childcare days, our hours of operation are 7am to 6pm. Summer Program hours of operation are 8am to 6pm.

SCHOOL VACATIONS

LSA will be closed on the following holidays for the 2019-2020 school year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>October 11</td>
<td>Professional Development Day</td>
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<tr>
<td>November 11</td>
<td>Veterans Day Holiday</td>
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<tr>
<td>November 28, 29</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>December 23-27</td>
<td>Winter Holiday</td>
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<tr>
<td>December 30-January 1</td>
<td>New Years’ Holiday</td>
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<tr>
<td>January 20</td>
<td>Martin Luther King Holiday</td>
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<tr>
<td>February 17</td>
<td>Presidents’ Day Holiday</td>
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<tr>
<td>May 25</td>
<td>Memorial Day Holiday</td>
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FULL DAY CHILDCARE

LSA will be open for full-day childcare for each of the dates listed below. Additional sign-up is required to attend LSA on school-closure days. **Sign-up slips will be available at the front desk a minimum of three weeks prior** and must be returned to the office with a family signature and the requested days of enrollment. **Note that on full-days students are required to bring lunch from home.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 25, 26, 27</td>
<td>Family/Teacher Conference Days</td>
</tr>
<tr>
<td>January 2, 3</td>
<td>Winter Break</td>
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<tr>
<td>January 29</td>
<td>Day Between-Semesters</td>
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<tr>
<td>February 18, 19, 20, 21</td>
<td>Mid-Winter Break</td>
</tr>
<tr>
<td>April 13, 14, 15, 16, 17</td>
<td>Spring Break</td>
</tr>
</tbody>
</table>

SUMMER PROGRAM

LSA offers a Summer Program beginning the first full week after the July 4th Holiday. The program varies from year to year, but usually runs for 6 week and features weekly themes. 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. Please see the summer brochure for more details.

RECORDS

Each child enrolled at LSA will have a student file, including their completed registration packet, immunization records, any additional documentation required by DCYF (Childcare Licensing), Seattle Public Schools, or the City of Seattle and any incident or behavior reports. This file is available to view by the child’s family or guardian unless otherwise stipulated in a court order or Parenting Plan.
ENROLLMENT AND WAITLIST

IMPORTANT DATES

- **Enrollment begins the first Monday in May for existing LSA students/families**, aka “Returning Enrollment”, for the following September.
- **Enrollment begins on the 3rd Monday of May 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 schoolyear will be accepted or confirmed prior to the first Monday in May for Returning Enrollment or the 3rd Monday in May for New Enrollment.

RETURNING ENROLLMENT

- Re-enrollment forms will be made available to all families currently enrolled at LSA on the first Monday in May.
- For families returning to LSA, the days which you are enrolled (in June of the current schoolyear) 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 the third Monday in June (though it may be a little later than that).
- **Re-enrollment forms are due prior to the 3rd Monday of May**. If the Re-enrollment form is not returned by the third Monday in May, 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 3rd Monday of May**
- 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 may enroll during the “returning enrollment” period.
- Other incoming Kindergarten students are considered New Enrollment, and enroll the 3rd Monday of May.

WAITLIST/CLASSROOMS

- Grade-specific classroom enrollment is populated first by existing LSA students re-enrolling for the next schoolyear. This happens between the first Monday in May and the third Monday in May. This is followed by newly enrolling students, wo may enroll beginning on the third Monday in May. 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 the third Monday in...
June (though it may be a little later than that)

CHANGES IN ENROLLMENT

Decreases in scheduled enrollment must be received via email 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 can be immediately accommodated subject to availability.

Please notify your students JSIS teacher of their LSA enrollment and any changes in such enrollment.

ACCESS TO PROGRAM

Families and guardians of enrolled students are welcome to visit their child’s classroom at any time as long as the visit is not in violation of any court order, Parenting Plan, or other agreement restricting access to the child, and as long as the visit does not interfere with ordinary classes operation and routine.

OUR PROGRAM

LSA STAFF MISSION

The LSA staff mission is to create a learning environment, in partnership with families 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

Families sign students in as they arrive. Each child spends their time Room 114, the main LSA classroom space.

7:00 am: LSA opens
7:25 am: Supervised games and play
7:45 am: Children are signed out to JSIS playground supervisors

LSA IN THE AFTERNOON: 2:25 PM TO 6:00 PM (1:10 PM ON WEDNESDAYS)

Kindergarteners & first grade students are picked up from their JSIS classrooms by LSA teachers. Second, third, fourth and fifth grades students walk to their respective designated LSA sign-in locations. All students are signed in by LSA staff using both a paper sheet and in the electronic Smartcare system.

2:30 pm: Students are signed in. Some classes have class meetings, while others do activities, free choice, etc. depending on each class’s daily schedule.
3:00 pm: Some classes eat snack in their dedicated snack space or 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 seasonal vegetable.
3:30 pm: Snack and Recess groups rotate.
4:00 pm: Daily activities are announced and begin. Activities are determined by each classrooms’ Lead Teacher, and 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, each class has supervised free play, gym games or outside play depending on the group’s needs, the weather and Lead Teachers’ classroom routine. Staff monitor students in transition from one area to another, i.e. outside, gym etc. with walkie-talkies and frequent head counts.
6:00 pm: LSA closes.
MEDIA

MUSIC

Use of music varies by classroom, developmental level and student need. The determination of what constitutes appropriate music is determined by each classroom Lead, under the advice of LSA Administration.

COMPUTERS, INTERNET, DEVICES

Use of computers, tablets and electronic devices varies by classroom, developmental level and student need. The determination of what constitutes appropriate content and use is determined by each classroom Lead, under the advice of LSA Administration. In general, computer, tablet and device use at LSA is only permitted for the following purposes:

- Educational purposes, such as certain games, programs and activities deemed appropriate due to their educational value
- Research purposes, to allow for completion of homework, information gathering, etc.

TV AND VIDEO

Use of video media varies by classroom and developmental level. Movies and video that have thematic, seasonal or other similar tie-in to the activities and learning occurring at LSA are given preference when staff are selecting media.

- Families will be notified at least 24 hours 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 to older students (3rd grade and up), and only when LSA Administration has assessed the film and deemed it appropriate for LSA.
- Use of YouTube, or similar online/streaming video will only be allowed when initiated and directly supervised by an LSA staff.

COMMUNICATIONS

Important information will be communicated to you either through email, the Smartcare App, or by physical posting in the center. Please monitor your email and look for forms, signs and banners at the Family Sign-in area. LSA can be contacted at any time via email at admin@latonaschoolassociates.com, or during office hours at (206) 547-8767.

Information about your student(s) will be communicated to you via Smartcare or email.

If your child will not be attending LSA on a regularly scheduled/enrolled day please notify us via email at admin@latonaschoolassociates.com

SPECIAL ACCOMMODATIONS

It is a core value of LSA to provide excellent childcare service to all children and their families. If your child requires special accommodations of any kind, please inform LSA Administration upon registration, and update us as your child’s needs change over time. We encourage families to provide the program administration with any and all important information about your child’s individual needs. Depending on the kind or type of accommodation, we may require additional information and documentation from you.

LSA complies with the guidelines for the federal Americans with Disabilities Act (ADA) and makes every reasonable effort to accommodate persons with special needs and/or disabilities. Keep in mind that while LSA staff are trained in accommodating student’s needs, and the management of challenging and undesirable behaviors, they not special education teachers and that our program’s focus is on group care, which may limit the ability to effectively care for certain children’s specific needs.

LSA staff can be helpful in developing positive strategies for school-age children who have a disability and/or exhibit challenging behaviors while attending the program. We strive to work in close alignment with JSIS staff and administration regarding the accommodation of a student’s special needs and behavior management strategies. In the
event that Student Intervention Team (SIT) meetings become part of your child’s plan for school, we strongly encourage families to invite LSA staff to attend and participate in Student Intervention Team (SIT) meetings.

**TUITION AND FEES**

Tuition is paid monthly in advance. Invoices will be sent out via SmartCare by the first of the month. Payments are accepted electronically through SmartCare or by check or money order and are 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. Check and money order payments can be left with in the Tuition Box at LSA, or they can be mailed to: LSA, P.O. Box 31771, Seattle WA, 98103.

A late payment charge of $25 will be imposed on any payments received after the 10th of the month. LSA may discontinue care for any child with unpaid tuition by the last day of the month. Enrollment on Wednesday is assessed an additional $30 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 tuition 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. NSF charge is $25 per returned check. All tuition rates and fees are subject to change.

<table>
<thead>
<tr>
<th>2019-2020</th>
<th>5 days</th>
<th>4 days</th>
<th>3 days</th>
<th>2 days</th>
<th>1 day</th>
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<tbody>
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<td>Before School</td>
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<td>$95</td>
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<td>After School</td>
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<td>(2:10 pm– 6:00 pm)</td>
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<td>$450</td>
<td>$400</td>
<td>$350</td>
<td>$300</td>
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**LATE PICK-UP FEES**

Please make every effort to pick-up your child by 6:00pm. If late pick-up is unavoidable, you will be assessed a late fee of $25. Please call or email to inform us as soon as possible if late pick-up is unavoidable. Charges will be added to you next monthly invoice.

**SIGNING STUDENTS IN/OUT**

Signing students in and out of the program is conducted electronically through the Smartcare kiosk in the primary LSA room. Each LSA classroom also has a paper attendance form to monitor attendance in the classrooms. Authorized pick-ups must either have a keytag associated with the student they are picking-up, a QR code sent from an authorized pick-up, or have authorization communicated to LSA Administration via telephone or email. An authorized pick-up must be at least 12 years of age and, unless they have a keytag or QR code, have photo identification. Students will only be released to authorized pick-ups.

Children will not be released to anyone who appears to be impaired or is otherwise deemed by staff as unable or unfit to provide adequate care for the child.

**Please notify us by phone or email if your student will be absent from any day that they are enrolled at LSA.**

**NON-DISCRIMINATION**

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.
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 their family.

HOLIDAYS
There will be no specific holiday celebrations as part of the program. Some seasonal activities are thematically similar to holiday celebrations, and support will be shown for any holiday celebrations within families and the community.

CONFIDENTIALITY
LSA routinely handles confidential and sensitive information about enrolled children, families, and staff. These include, but are not limited to:

- Details about children, their health, developmental needs and behavior
- Details about families, including but not limited to contact information, addresses, financial and domestic circumstances
- Details about staff, including but not limited to contact information, addresses, financial and domestic circumstances

The LSA program maintains confidentiality on a “need to know” basis. Sensitive information is shared only when it is necessary for the improvement of, or in alignment with program and service goals. This is important especially when there are specific health and safety concerns. When managing sensitive information, LSA recognizes an ethical and legal responsibility to protect the privacy of individuals and families, and takes the trust and respect bestowed in us by the community in the highest regard.

DISCIPLINE
LSA follows the guidelines and goals of the Positive Discipline Model. The goal of positive discipline is to teach young people to become responsible, respectful and resourceful members of their communities. Positive Discipline teaches that children are hardwired from birth to connect with others, and that children who feel a sense of connection to their community, family, and school are less likely exhibit undesirable or disruptive behaviors.

Staff strive to model or achieve the following in their interactions with children:

- Be Kind and Firm at the same time, respectfully encouraging pro-social behaviors
- Helping children feel a sense of Belonging and Significance through mutually respectful relationships
- Develop Effective Long-Term skills for regulating behavior and expressing emotion
- View undesirable or disruptive behavior as a child’s unmet or unaddressed need, and focus on solutions instead of punishment

If your child is involved in a conflict or other behavior issue you may receive a Behavior Report. The purpose of these reports is to both document what occurred and inform you of the situation and the actions LSA Staff took. A copy of the Behavior Report is delivered to the family, another copy is kept in the child’s file. Depending of the nature, severity or frequency of incidents requiring a behavior report, a family meeting may be necessary to determine how to better meet the students’ need/address the situation. In cases of extreme behavior issues, LSA reserves the right to impose conditions on continued enrollment and attendance.

CHILD ABUSE/NEGLECT
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 our DCYF licensor, any instance where there is reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect or exploitation of a child. Staff may or may not consult with LSA administration, call CPS and document the occurrence as required by CPS and DCFY regulation and/or recommendation.
We may or may not notify families if the police or CPS is called about a possible child abuse/neglect/exploitation, depending on the reporter’s judgement and the recommendation by CPS and/or DCYF licensor.

**FOOD**

On a normal school day LSA serves an afternoon snack in each classroom at 3:00pm or at 3:30pm, for classrooms that go to recess first. LSA snacks 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.

*If your child has special dietary needs please let the LSA administration know, as State Licensing requires a completed Food Plan.*

Please note that we enforce the following expectations around food for the safety and wellbeing of students:

- Students that are still hungry after eating LSA snack can either ask for additional food from LSA (subject to availability), or be supplied shelf stable food from home (to be stored at LSA, after completion of a Food Plan)
- Students are not allowed to eat food from outside of LSA, including their own lunch leftovers due to food safety issues
- Students who choose not to eat LSA snack will not be offered an alternative without prior completion of a Food Plan
- For students requiring snack accommodations, families are required to supply their child(ren) with a snack of equal nutritional value
- For food accommodation relating to an *intolerance or allergy* a Food Plan must be completed, and a doctors’ signature is required (by state law)
- 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!

**FIELD TRIPS**

We expect to go on field trips 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.** We strive to maintain 1:8 staff to student ratio on fieldtrips.

Transportation for field trips will be by Metro bus, private charter bus, or by walking. We take attendance each time we transition on and off a vehicle and never leave children unattended. Each child’s medication, emergency contact information, are brought with us on every fieldtrip in addition to first aid kits. Any cost associated with a field trip is included in the tuition cost of care for that day. Please do not send your child with money on a fieldtrip.

**TRANSPORTATION**

Families, guardians or other authorized adults are responsible for transporting children to and from the program.

**PESTICIDE**

At LSA, we adhere to the Seattle Public Schools (SPS) 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 work to PREVENT infestation by:

- Taking out trash daily or more as needed
- 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 apply any pesticides to our facility or grounds. In the event SPS must use a pesticide, we will provide written notification on the Family Sign-in Table, 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. Families 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, illicit or controlled substances are not permitted on school grounds, including unless they are for medical purposes and have all necessary documentation.

STAFFING PLAN

We strive to staff our program with exceptional professional educators. Each of the 6-grade specific LSA Classrooms is staffed by a Lead Teacher and at least one Assistant Teacher. Some classes have 2 Assistant Teachers depending on the size and needs of the group and staffing availability. LSA is Administered by an Executive Director and a Program Manager.

RATIOS

LSA strives to maintain a 10:1 student to teacher ratio. 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.

STAFF TRAINING

Our staff receive ongoing professional development that exceeds Washington State Licensing requirements. Access to professional development records of staff can be made available upon request. 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.

POLICY REGARDING OFF-HOURS CONTACT WITH LSA STAFF

LSA does not promote or encourage contact between its staff and LSA children off the LSA premises and outside of regular program hours. In the event LSA parents choose to engage in off-hours contact with LSA staff for any purpose, including but not limited to after-hours childcare, any such arrangements must be made with the staff member in his or her individual capacity and not as an LSA employee. Parents recognize that LSA shall have no responsibility for any of its staff members for contact outside of regular program hours and shall agree to indemnify and hold LSA harmless from any and all liability, claims, costs, and expenses whatsoever arising from such after-hours contact.

PET POLICY

Children can learn many life lessons from loving and caring for pets. Classroom pets are cared for and treated humanely. Pet interaction is supervised by the adults, who help to assure safety of the children and also that children treat the pet well. Regular preventative veterinary care for a pet is a must. Records documenting veterinary care are kept by the classroom teacher. Staff keeps the animal area clean and dispose of waste properly in double plastic bags. Staff do not clean cages in sinks used for food/snack preparation. Staff and children always wash hands after playing with or handling a pet. Animals likely to carry salmonella are unacceptable pets at LSA. If a pet is known to aggravate an allergy in our staff or children, the pet will be removed from the classroom. 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” when a labor dispute results in time missed from school. This policy establishes direction and clarification for parents, staff and students of LSA in the event that SPS teachers walk out or strike and it is framed by the LSA mission: in the event of labor dispute such as a walkout or strike, based on each situation/occasion, LSA may choose to either close the center for the first day or to be open ONLY during normal operating hours. In the event that the walk out, strike, etc. should extend beyond one day, we will do our best to remain open during our normal operating hours, as well as making an effort, based on our ability to staff appropriately, to provide care for the rest of the day. We may be able to provide care for fewer children that we normally serve. 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.

EMERGENCY PROCEDURES

MINOR EMERGENCIES

Staff trained in first aid will refer to the First Aid Guide located in each first aid kit. Gloves (Nitrile) and other personal protective equipment will be used if any body fluids are present. Staff will refer to the child’s emergency form and call families/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 family/guardian as soon as practicable and another copy placed in the child’s file.

The incident will also be recorded on the Illness/Injury Log, which will be in the office file cabinet. Injury/Illness Logs will be reviewed monthly for any emerging trends in injury or illness. Corrective action will be taken to prevent further injury or illness as needed, based on this review. All Injury Reports, including the Injury/Illness Log, are considered confidential.

SIGNIFICANT INJURY/ILLNESS OR LIFE-THREATENING EMERGENCIES

A significant injury is one that requires medical intervention or assessment beyond what is practical and feasible at LSA, and/or beyond the scope of first-aid care. LSA staff will determine the course of action to the best of their ability/training to secure the necessary medication treatment for the child.

If more than one staff person presents at the time of the injury or illness, one staff person will stay with the injured/ill child and send another staff person contact the family or call 911. If the child family is unreachable, they will call the child’s listed emergency contacts. If only one staff person present, the staff person will assess for breathing and circulation, administer CPR for one minute if necessary, and then contact the family or call 911.

A staff person will stay with the injured/ill child, including transport to a hospital if necessary, until a family, guardian or emergency contact arrives to assume responsibility for the child.

The incident will be recorded on an Injury/Illness Report and Injury/Illness Log as described in “Minor Emergencies”. A copy will be sent to the DCYF licensor no later than the following business day after the incident. The family/guardian will sign receipt for a copy of the report, and a copy will be kept in the child’s file.

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. Families 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 family 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**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>911 and (206) 386-1400</td>
</tr>
<tr>
<td>Police Department</td>
<td>911 and (206) 296-3311</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Health Department (King County)</td>
<td>206-296-2770</td>
</tr>
<tr>
<td>DCYF Licensor (Angela Bagass)</td>
<td>206-492-1595</td>
</tr>
</tbody>
</table>

**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.

MEDICATION MANAGEMENT

FAMILY/GUARDIAN CONSENT

Medication will only be given with prior written consent of the child’s family/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 family/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 the following criteria:

• The medication is over the counter and is one of the following:
  o Antihistamine
  o Non-aspirin fever reducer/pain reliever
  o Non-narcotic cough suppressant
  o Decongestant
  o Ointments or lotions intended specifically to relieve itching
  o Diaper ointments or powders intended for use with “diaper rash”
  o 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 family/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 family/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.

**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 families supply a signed statement of exemption of immunization, in accordance with Seattle Public School Immunization Policy and DCYF Licensing requirements.

**POLICYPROCEDURE 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:

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

**DISCLAIMER**

Please note that while we do our best to maintain a detailed and thorough Family 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.