

2020-2021



WELCOME!

THANK YOU FOR JOINING LATONA SCHOOL ASSOCIATES.

OUR ORGANIZATION 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.

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GENERAL INFORMATION

HOURS OF OPERATION

Our hours of operation will be from 8:30am to 4:30pm for the foreseeable future, while LSA provides full-day childcare to support JSIS remote learning. These times are subject to change, as we are currently awaiting the instruction schedules from JSIS and SPS.

PROGRAM VACATIONS/CLOSURE

LSA will be closed on the following holidays for the 2020-2021 school year:

September 7	Labor Day
November 11	Veterans Day Holiday
November 26, 27	Thanksgiving Holiday
December 24-25	Winter Holiday
December 30- January 1	New Years' Holiday
January 18	Martin Luther King Holiday
February 15	Presidents' Day Holiday
May 31	Memorial Day Holiday

PROFESSIONAL DEVELOPMENT DAYS

LSA will be closed the last Friday of each month to allow our staff an opportunity to engage in required professional development, staff meetings and planning.

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. This file also includes 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

Our current enrollment was based on a Childcare Need Assessment survey that was sent out to the JSIS community in August 2020. Respondents to the survey are automatically put on the waitlist for any future space that may be available. Any requests outside of the survey will be prioritized along the same criteria and added to the waitlist chronologically.

When a day (or multiple days) becomes available, it is offered to the first person on the waitlist. 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.

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.

ACCESS TO PROGRAM

Due to Covid-19 safety precautions, families, siblings, and guardians of enrolled students are not allowed inside our classroom spaces. Please stay at the designated sign-in/out area only.

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.

SUPPORTING REMOTE LEARNING

While the details continue to be worked out, we are committed to supporting JSIS remote learning. We are working closely with the administration and teaching staff at JSIS to coordinate schedules and ensure that students in our care can attend required instruction and have adequate time to complete their studies. As a licensed childcare, we also must adhere to DCYF requirements such as 30 minutes of outdoor or gross motor play for every 3 hours of care. In addition to Breakfast, Lunch and afternoon snack, there are inherent scheduling limitations to the amount of time that we will be able to spend on academic pursuits each day. Each group will have it's own unique daily schedule, which will be communicated to families weekly in advance. These plans are subject to change based on the needs of the group.

HEALTH AND SAFETY

Our program will comply with the most recent guidance from King County Public Health, and the Washington State department of Health as minimum guidelines for the protection of our students and staff against the transmission of Covid-19. As this guidance changes, the requirements outlined in this handbook may also change. The precautions and exclusion criteria in place for Covid-19 supplant our normal exclusion criteria for student and staff illness and disease. Every effort will be made to notify families in advance of changes that may impact them.

Please notify us immediately if your student, or anyone in your household exhibits any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Screening at entry:

Groups 1 and 3 will enter through the primary LSA entrance. Families can enter the center to do sign-in, but must stay in the designated sign-in area.

Groups 2, 4, and 5 will enter through the south cafeteria door. Families can enter the center to do sign-in but must stay in the designated sign-in area.

If possible, please have the same authorized person drop-off and pick-up your child(ren) each day.

While you are signing your student(s) in, please observe the posted signs, and do the following:

- maintain 6 feet of separation from other families waiting to do sign-in
- wear a mask prior to entry
- sanitize hands using provided sanitizer
- LSA staff will take your students temperature and ask you to verify their wellness
- sign student in using electronic sign-in or paper form

Students and staff that are sick, or exhibit any of the symptoms associated with Covid-19 will not be permitted childcare. If students or staff begin to exhibit symptoms associated with Covid-19 during the course of the day, they will be isolated until they can go home.

Groups:

Daily group size is restricted to 10 kids and 2 staff; the same staff will be with each group each day

Weekly group size is restricted to 16 kids and 4 staff (due to part-time enrollment and staff absence)

Groups will not be combined for any reason, and will maintain 6 feet of distance from other groups at all times

Individuals within each group are to practice physical distancing within the group as much as possible. We strive to:

- space children out when during an activity
- use assigned, socially distanced seating during mealtimes and study times
- encourage non-contact games and play

Each child will have their own set of regularly used materials, in separate/individual containers

Each group will have its own outdoor play equipment that is not shared between groups

Operations:

Face coverings are required for staff at all times

Face coverings are required for kids indoors and outdoors, not during meals

All available doors and windows will be kept open to facilitate air circulation. Cold or wet weather may limit the ability to do this.

Cleaning Procedures:

We have robust cleaning schedule that includes regular disinfection of all "high-touch" surfaces, and daily disinfection of classroom materials. Per the recommendation of King County Public Health, we use a 3-step cleaning process, using soapy water to remove organic material, water spray to remove soap residue and disinfection with a bleach solution.

Potential or Confirmed Exposure to Covid-19:

Currently we are required to close an individual classroom or group space if anyone in the classroom/group space experiences symptoms associated with Covid-19. The class/group will be closed for 14 days, and all students and staff that were potentially exposed are recommended to quarantine for 14 days for observation. **Please be aware that at any moment, you may be required to retrieve your child(ren) from childcare, and that the group, or entire program, may be required to close and quarantine.**

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 teacher, 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 teacher, 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 assignments/meetings from JSIS staff, 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 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 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 you student(s) will be communicated to you via Smartcare or email.

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 are 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 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. Due to Covid-19 precautions, we are not able to offer drop-in childcare at this time. NSF charge is \$25 per returned check. All tuition rates and fees are subject to change.

Please note that we do not offer refunds or credits of any kind on tuition. Tuition is not prorated or reduced due to illness, vacation, absence or required quarantine.

SUBSIDY AND FINANCIAL ASSISTANCE

LSA accepts subsidies from DSHS and the City of Seattle. Your co-payment amount is determined by the organization providing funding and is subject to change. You are responsible for payment of care not covered by the funding source and your copayment must be paid in advance, by the 10th of the month.

LSA also offers financial assistance for families experiencing temporary financial hardship. Please speak to the Executive Director regarding our Financial Assistance Program.

2020-2021	5 days	4 days	3 days	2 days	1 day
<i>Full-day Childcare</i>	\$975	\$875	\$775	\$675	\$575

LATE PICK-UP FEES

Please make every effort to pick-up your child by 4:30pm. Our hours of operation changed so as to allow for our enhance cleaning protocols. If late pick-up is unavoidable, you will be assessed a late fee of \$2 per minute. 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. **If you are unable to use the electronic sign-in/out please notify a staff person so we can ensure accurate attendance records.** 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 have government issued photo identification to verify their identity. Students will only be released to authorized pick-ups.

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

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 accommodations for the 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 to 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 prosocial 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 on 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 DCYF

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

During full -day operations, LSA will serve a small breakfast at 9:00am, and an afternoon snack at 3:30pm, 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.

Please provide your child a nutritious, ready to eat, and peanut/tree-nut free lunch each day.

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

LSA does not expect to go on fieldtrips while LSA provides full-day childcare to support JSIS remote learning.

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 headed outside to recess, when returning to class from recess and after any contact with body fluids. Based on King County Public Health guidance, we encourage handwashing as often as is feasible, and will use hand sanitizer only when handwashing is unavailable or impractical.

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.

STAFFING PLAN

We strive to staff our program with exceptional professional educators. Each of our LSA Classrooms is staffed by a primary teacher, who is supported by a "float" teacher. LSA is Administered by an Executive Director and a Program Manager.

RATIOS

LSA will maintain daily groups of no more than 10 children while LSA provides full-day childcare to support JSIS remote learning. Due to part-time enrollment, group size may be as large as 16 students over the course of the week. All teachers are in communication with one another via walkie-talkie regarding the location of their groups, and groups are kept separated by 6 feet at all times.

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 are required to be certified in CPR and First Aid, and receive training in Adult Sexual Misconduct, CPS reporting, 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. However, due to the nature of our program, we do not have classroom pets.

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 additional 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

Fire Department	911 and (206) 386-1400
Police Department	911 and (206) 296-3311
Poison Control Center	800-222-1222
Health Department (King County)	206-296-2770
DCYF Licensor (Angela Bagass)	206-492-1595

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 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

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:
 - 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 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.

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 licenser. 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 O157
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)

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.