

Preschool + Childcare Policies & Procedures

Students must be 100% toilet trained; this includes not wearing diapers or pull-ups, or having daily or weekly accidents. Students must be able to pull up pants, pull down pants, and wipe on their own. They also must be able to communicate that they need to use the restroom to a teacher. Students who have an accident and are in need of assistance will be assisted as minimally as possible. A parent will be called to come pick up their child to continue to assist them in the sanitation process, if necessary. Parents will be contacted if their child is consistently having toilet accidents as this may indicate they are not 100% toilet trained and ready for our facility. Parents are required to provide a gallon-size bag of seasonal clothing (including underwear) in case of accidents.

Items From Home: Students should not bring toys, games, or electronics from home for use during the preschool + childcare program.

Lunch: Parents are required to send lunch for the students in the Preschool + Childcare Program. Food can not be heated up. Everything your child needs to enjoy lunch needs to be included such as napkins and utensils. We are a nut free zone. Lunch items should not contain any nuts.

Nap Time: The childcare program has a nap/rest time from 1:00pm-2:30pm. *The childcare program provides mats, sheets, blankets and a small stuffed animal for your child.* These items are washed each Friday. Do not send nap related items from home. Washington state law requires all children in a childcare program to be provided 30 minutes of

rest. If, after 30 minutes, children are not sleeping, quiet activities will be provided in another room while others are napping. During the rest time, children may not disturb other nappers by yelling, talking, running around the class, or playing with toys.

Snack: A snack is provided for students in the Preschool + Childcare Program after nap time.

Behavior Expectations: Behaviors that cause a significant disruption to teaching, learning, safety may be responded to by a director or administrator. The director/administrator may use discretion in determining consequences depending on the severity and/or frequency of the actions, *including but not limited to: logical consequences, calling parents to pick up child, and/or dismissal from the program.*

Pick Up Policy: Anyone picking up your child needs to be listed on the approved pick up list within your FACTS account. If someone who is not listed as an emergency contact needs to pick up your child, we must have permission from the parent/guardian. Please update your emergency contacts as soon as a change is made. Picture ID must be provided.