



# Parent Handbook

## School Year 2024–2025

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This handbook was prepared by the administration of our school. It is designed to be a convenient and centralized reference for the parents and legal guardians of all students at ABCDino Academy. We welcome any suggestions you may have to improve or clarify the content of this booklet. Please send your suggestions in writing to Kylee at [grahamkylee3@gmail.com](mailto:grahamkylee3@gmail.com). We welcome and appreciate your assistance throughout the year, particularly in any area you feel gifted or otherwise.

We are honored that you have chosen ABCDino Academy and look forward to a great year together! Please let me know if you have any questions or concerns, or if I can help in any way.

Kylee Sullivan & Jessica Dehn, Owners

# General Information

## Discrimination Policy

ABCDino Academy does not discriminate on the basis of race, color, religion, national or ethnic origin in hiring, promotion, or training of employees, nor in the admissions, rights, privileges, programs or activities of its students.

## History and Organization

The school was originally developed as a privately-owned business in 2022.

## Philosophy and the Play Based Environment

**PLAY IS INTRINSICALLY MOTIVATED.** Children engage in play simply for the satisfaction the behavior itself brings. It has no extrinsically motivated function or goal.

**PLAY IS PROCESS ORIENTED.** When children play, the means are more important than the ends.

**PLAY IS FREELY CHOSEN.** It is spontaneous and voluntary. If a child is pressured, she will likely not think of the activity as play.

**PLAY IS ACTIVELY ENGAGED.** Players must be physically and/or mentally involved in the activity.

**PLAY IS NON-LITERAL.** It involves make believe.

## ABCDino Academy Parent Code of Conduct

The purpose of the policy is to:

1. Protect the safety and privacy of our students and staff.
2. Protect the school from legal risks.
3. Ensure that the reputation of the school, its staff, and clients are protected.
4. Safeguard all children's privacy.
5. Ensure that any users are able to clearly distinguish where information provided by social media is legitimately representative of the school.

To ensure positive relationships with parents and members of staff that benefits each child's learning, development and sense of security as well as to ensure mutual respect between staff and parents is maintained at all times,

ABCDino Academy has adapted these policies and standards of conduct. ABCDino Academy requires that parents of enrolled children behave in a manner consistent with decency, courtesy and respect at all times. One of our most important goals is to provide the most appropriate and secure environment for children that encourages growth, learning and development. Achieving this ideal environment is not only the responsibility of employees and staff at ABCDino Academy but it is also the responsibility of each and every parent or adult who enters the school.

**Swearing/Cursing:** No parent or adult shall be permitted to curse or use any other inappropriate language when working or visiting in the classroom or playground. Such language will NOT be tolerated in the presence of the children or staff members.

**Threats and Confrontation:** Threats of any kind toward ABCDino Academy staff, other parents or children will not be tolerated. While it is understood that all parents may not agree with the staff of ABCDino Academy or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point, and are strictly prohibited. Shouting, raising of voices or any unwanted physical contact with a member of staff is considered inappropriate behavior. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR OWN BEHAVIOR AT ALL TIMES.

**Social Media:** Active clients should refrain from airing grievances about ABCDino Academy on Social Media Sites. Social media includes personal blogs and other websites, including Facebook, LinkedIn, Twitter, YouTube, Snapchat, Google Plus, and others. This applies whether clients are posting to their own sites or commenting on other sites.

If it is deemed that a parent is acting in an inappropriate manner to a staff member or parent the following steps will be taken:

- Step 1--A meeting with the parent and the Center Director will be held to find a resolution to the problem.
- Step 2--A meeting with the Center Director, Owner, and Parent will be held to find a resolution.
- Step 3--If no resolution has been found and the parent continues to act in a manner that is inappropriate to these guidelines the decision may be made to place the child on hold and make a formal request that the parent and child leave the learning center. If the incident in question is deemed to be egregious by the Director and Owner, the child care contract can be terminated immediately including forfeiture of any prepaid tuition and/or deposits without following the above outlined process.

With these policies in place we hope to provide your child and family with a comfortable and safe environment as we help set the stage for a life full of learning ahead. We can only truly provide this with the help of each parent and adult who walks into our classroom. ABCDino Academy promises to continue to work in partnership with parents to make learning fun, person they will become. To develop physically, intellectually, and spiritually to the fullest, children must have the freedom to move, ABCDino Academy and discover- a freedom to be achieved through order and self-discipline. Dr. Montessori often spoke of the importance of the "prepared environment" and here at ABCDino Academy, we have taken this to heart. We have created an environment for the developing child that includes everything from detailed architectural elements, natural surroundings, and scientifically designed learning materials, along with love, respect, and warm smiles from the faculty and staff.

Independence and passion for learning are supported by high-quality learning materials. The materials are specifically designed to teach basic reading, writing, and math skills, as well as fundamental neurological organizational processes important for all types of learning. The joyful hum of the classroom during the day is proof that children are happy when engaging in purposeful work and play.

# **Financial Information**

## **Tuition**

Tuition is due on the 25th of the previous month and will be considered late after the 1st of the month unless prior arrangements have been made. Payments made in person must be submitted **at least one day before the due date**. If not received by then, your Brightwheel account will be automatically billed. Since operating expenses are ongoing, credit cannot be given for absences, school holidays, or vacations.

No refunds for scheduled attendance are available for illness-related absences including quarantines or center closures due to quarantine.

Tuition will be considered late after the 1st of the month unless prior arrangements have been made. The late fee is 3% of the balance due or \$50, whichever is more. In the event a payment fails, there is a \$25 failed payment fee per occurrence.

## **Sibling Discount**

For families with more than one child attending ABCDino Academy, the youngest child is billed at normal rates. Older siblings are billed at a 5% tuition discount.

## **Tuition Deposits**

A non-refundable deposit of \$300 for all students is required for each child attending the school. This deposit is held by the school and will be applied towards the month of May in the last year that your child attends the school. No refunds will be offered for discontinuation of attendance prior to the end of the school year each May.

## **Returned Check Policy**

A \$30.00 charge will be applied to all returned checks. Person(s) are responsible for the amount the check was written for. If payments are not made in a sufficient amount of time determined by the Director and ABCDino Academy Administration, disciplinary actions may take place such as turning the person(s) into a Collections Agency.

## **Materials Fee**

A yearly materials fee of \$400 per student is required. Annual Fees are used to pay for school supplies and new classroom materials. This fee is billed in the month of August prior to the school year beginning and due by September 1.

## **Nap Bedding Fee**

Upon enrollment a \$25 fee is charged for the provided bedding and cot. When the child leaves or unenrolls from the program, the bedding will be sent with the child. The bedding will be laundered by ABCDino Academy each week. If you are enrolling an infant, this fee will be due when your child transitions to the Waddler Room.

## **Curriculum Fee (if applicable)**

A monthly curriculum fee of \$30 is charged to cover the cost of Brightwheel Curriculum, including educational

materials and resources used in our program. This fee supports the ongoing development of high-quality learning experiences for your child.

### **Enrollment Cancellation**

Enrollment commitment is for the entire academic year. In the case of unforeseen circumstances, a 30-day written notice is required prior to the first of the month of withdrawal, or tuition will still be due. If notice is given less than 30 days from the first day of the month of withdrawal, parents are responsible for that month's tuition.

### **Early Withdrawal Fee**

A fee of \$1,200 will be charged if your child withdraws from the program before completing the full year commitment. This fee helps cover the costs associated with early withdrawal and ensures the stability of our program for all families.

### **Schedule Change Request**

If a parent wishes to increase or decrease the number of days his or her child(ren) attends school, the parent must make a schedule change request in writing. If the schedule change request is made prior to the 15<sup>th</sup> of the month, and the request is granted, the current month invoice will be adjusted.

If the schedule request is made on or after the 15<sup>th</sup> of the month, and the request is granted, the current month invoice will NOT be adjusted. The adjustment will be reflected on the following month's invoice.

### **Planned Center Closures**

HOLIDAYS: School closes for Labor Day, Thanksgiving Day, and the Friday following Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve, New Year's Day, Memorial Day, and Fourth of July. In addition to these holidays our center will be closed 10 more days throughout the year providing personal and professional days for our staff.

### **Parent Participation – Classroom & Committees**

We try very hard to keep tuition as low as possible at ABCDino Academy and to make quality care and education available to a broad spectrum of family incomes. Therefore, we strongly encourage every parent to contribute time to the School in various classroom or committee activities. We need help with classroom materials, general repairs, building maintenance, classroom special projects, and other things as the teachers, ABCDino Academy Administrators, or the Director may deem necessary. Your time donations are part of your commitment to the school and not in exchange for tuition payment. Please see the Director if you would like to volunteer in the classroom.



# **General Policies and Procedures**

## **Admission**

ABCDino Academy does not discriminate on the basis of race, color, national or ethnic origin in hiring, promotion, or training of employees, nor in the admissions, rights, privileges, programs, and activities of the students.

However, for licensing purposes, the following requirements must be met prior to admission:

1. Prospective students must be at least 6 weeks old.
2. All forms and contracts relating to admission must be completed and signed in full before the student begins the class.
3. A deposit must be retained to save the student's place.
4. A \$50 application fee is due in order to place the student on the waiting list to be considered for enrollment.

## **Arrival and Departure**

Students may be dropped off at 8:30 am. The full-day program ends at 3:30. Optional before and after school programs are available for a limited number of students.

If you would like your child to attend our before or after-school program, please sign up in advance so that we may plan our staffing. We greatly appreciate your punctuality, good communication, and cooperation.

All drivers must slow down to 5 mph in the school parking lot. To ensure everyone's safety, parents are asked to keep their children close to them in the parking lots. Please do not leave your car idling while you are dropping off your child.

## **Late Drop-Off Notification**

At ABCDino Academy, we strive to create a consistent, nurturing, and focused learning environment for every child in our care. To maintain this consistency and minimize disruptions to classroom activities, we require families to adhere to scheduled drop-off times.

If your child will be dropped off later than their scheduled time, please inform us by no later than 9:00 AM on the day affected. Prior notice to the day of is not required, but is very much appreciated. Late drop-offs are not permitted without prior arrangements. This policy is essential for several reasons:

- **Classroom Consistency:** A stable routine is critical for children's emotional and developmental well-being. Late arrivals disrupt planned activities and transitions, which can affect all the children in the classroom.

• **Minimized Disruptions:** Teachers and children are deeply engaged in lessons and activities during the day. Late arrivals can interrupt the flow of these activities and divert staff attention from the group.

• **Staffing Schedules:** Our staffing plans are designed to meet the needs of the children present at specific times. Unplanned late arrivals can complicate staffing and supervision arrangements.

If you anticipate arriving late due to an emergency or unavoidable situation, please notify the center as soon as possible to discuss alternate arrangements. Without prior communication, families arriving after the designated drop-off window may not be permitted to leave their child for the day.

### **Late Pick-Up Fees**

The late fee schedule is as follows:

- For the 1st half hour past scheduled pick up time. The fee for the **first** time late is \$1.00 per minute unless prior arrangements have been communicated to ABCDino Academy management. If pick up is after 5:30pm there will be no extended time approved and \$1.00 per minute will be charged.
- After the 1st half hour or the second time late is \$3.00 per minute and any time after that in a 30 calendar day period, the rate will be \$3.00 per minute.
- If late five times in any 12 months the family faces removal from the center.
- The clock at ABCDino Academy is the time used to determine the late payment. Late fees are due at pick up.
- After 30 minutes, if we have not heard from you or we have not been able to reach you or your emergency contacts, we will inform the police
- A note of this will be kept in your child's file

### **After School Program**

The after-school program begins at 3:30 p.m. and ends at 5:30 p.m. Please be sure to register in advance if you will ever be using the ABCDino Academy after-school program.

### **Authorized Pick Up**

**We need written authorization to release a child to anyone other than a parent.** Forms are available at the sign-in desk if you would like to add a new person to your authorized list. We will check the Photo ID of anyone we do not recognize. You may also add them as an approved pick-up to your Brightwheel Account.

### **Releasing a Child**

ABCDino Academy has a duty to protect the health, welfare, or safety of a child and the department of DSHS may revoke the license if ABCDino Academy fails to reasonably foresee serious hazards to the health, safety, or welfare of a child. Therefore, ABCDino Academy reserves the right not to release a child to a parent or guardian who is suspected to be under the influence of drugs or alcohol.

## **Playground and Playground Safety**

At our school, the playground is an extension of the classroom designed to bring various ages together to experience the outdoors and learn fundamental lessons about life at the same time.

Faculty who are supervising the children on the playground will be alert to and aware of any situations that may be potentially dangerous or cause any harm or injury to children. The faculty is actively involved with the children and will refrain from any activity that would not allow them to supervise the children properly. Teachers are strategically positioned around the playground so as to be able to view all areas where children may be playing. Please understand that faculty will not be able to engage in a lengthy conversation with parents while on playground duty. We invite you to schedule a time to speak to a teacher when they are not with the children.

## **Toys**

Please do not allow your child to bring personal toys to school. Unless it is Show-n-Tell Day in the classroom.

## **Parent Education**

The school offers lectures and parent workshops throughout the school year. We encourage all parents to attend these events, if possible. New parents are required to attend a parent orientation class with the Director at the school beginning.

## **Newsletters**

ABCDino Academy sends out a monthly newsletter to inform parents of the current topics of study, pertinent notices, current news at the school, etc. This enables parents to follow up on school studies at home through books, trips, and general discussions.

## **Behavior Guidance**

In our class we help the children learn to be loving and kind to each other and the classroom. Children are encouraged to use kind words and gentle hands. We never use punishment or shame to belittle a child in any way. When discipline is necessary, we keep it positive and follow these steps:

1. We state in positive terms what we want the child to know or do (i.e. "sand stays in the sandbox" or "we use our words not our hands")
2. If the child continues the inappropriate behavior, we repeat what we stated the first time and give the child a choice, telling him what will happen if he continues the inappropriate behavior - usually removed from the activity for a period of time (i.e. "Sand stays in the sandbox. If you throw sand, then you will need to leave the sandbox and play on the grass instead").
3. If the inappropriate behavior continues, we follow through with the warning.
4. If the behavior becomes a repeated concern, we ask the child to sit with a teacher for a while watching the other children play or do lessons quietly. We document the behavior, report it to the Head of School and notify or meet with parents when necessary.

**Under no circumstances are weapons, toy weapons, or violent play allowed at school.**

### **Camera Viewing Policy**

Parents are allowed to access the camera of their child's classroom based on the password provided. Due to the privacy of all children, recording, screenshots, pictures, etc. is not permitted.

In the event the Camera Viewing Policy is violated, permission and access to the camera will be revoked for the remainder of your child's contract with ABCDino Academy. Should a second infraction occur, your child will be removed from the center effective immediately. If your child is removed from the center no refunds will be offered.

### **Dismissal Policy**

We will work with you in giving your child every opportunity to have a successful and enjoyable school year. However, if a child does not seem to benefit from our program, if the parents are delinquent in payments for tuition or fees, or if we feel that for any other reason our school is not able to meet your child's needs, we reserve the right to dismiss a student from school.

Children may be dismissed from the center if their behavior endangers another student or teacher, and/or if they are adversely affecting the positive learning environment in the classroom. A suspension of at least one full school day, and possible dismissal from the center, will be given for any act of physical violence.

We look deeply into every child's personal situation and try many strategies to meet their needs. It is only after we determine that it is not in the best interest of the student, or other students or faculty are adversely affected, that dismissal becomes a necessary course of action. We will address each child's circumstances with the parents and treat each child's personal situation with respect and confidentiality.

### **Termination of Enrollment by ABCDino Academy**

At ABCDino Academy, we are committed to providing a nurturing, safe, and supportive environment for every child in our care. However, there may be circumstances where we determine that continued enrollment is no longer a good fit for a child, family, or the center as a whole.

In such cases, ABCDino Academy reserves the right to issue a 30-day written notice of termination of enrollment. Reasons for termination may include, but are not limited to:

- Behavioral challenges that significantly disrupt the program or pose safety concerns.
- Non-compliance with policies outlined in this handbook.
- Failure to meet financial obligations, such as tuition payments.
- Actions or behavior by parents/guardians that conflict with the values, mission, or operations of the center.

We will always strive to communicate openly with families and work collaboratively to resolve issues. When termination is necessary, we will provide a 30-day period to allow families adequate time to make alternate arrangements. In rare cases where safety is an immediate concern, termination may occur without notice.

## **Student Achievement**

The pace of development cannot be rushed or regulated. We permit children to progress at their own pace, free from pressure. Some students will advance rapidly far beyond age level; others will progress at a more moderate pace. Each child is different and accomplishments will not be the same for everyone. This is one of the benefits of the Play-based approach that leads to the development of each child's self-esteem and love of learning.

We encourage you to speak to one of the teachers or the Director if you have any questions or concerns about your child's learning style and progress.

Thank you for sharing the joy and responsibility of your child's education with us!

## **Lunch and Snacks**

Please send a nutritious lunch to school every day. At lunch, we will encourage the children to eat nutritious high-protein food first before eating sweets. We request that you not send treats such as candy, cakes with frosting or soda pop to school.

We ask that all snacks brought from home be **nutritious** to support your child's health and well-being. If you prefer not to bring snacks, you may opt into our ABCDino Snack Program, which provides snacks that follow the guidelines set by the Children's Health Council. The cost for the ABCDino Snack Program is **\$75 per month**.

Parents who choose to provide their own snacks may **opt out** of the ABCDino Snack Program. When providing snacks, parents must **follow the nutritional guidelines** set by the center and **clearly label** what is to be used for each snack time. Additionally, parents must provide enough snack for both the **AM** and **PM** snack times, as well as a **late snack** at 4:30 PM if your child attends during that time.

In the event that a child does not have enough snack provided, the center will supply a snack for the day at a cost of \$5.

## **Medication and Safety**

### **Prevention First and Foremost**

The safety and well-being of each child are of utmost importance at ABCDino Academy. This includes the prevention of accidents, injuries, and incidents. ABCDino Academy strives to prevent such happenings by examining all programs carefully, hiring qualified faculty, and staff, and requiring ongoing training in safety.

prevention, and first aid. The development of child protection and safety policies is a strategy to prevent accidents and/or incidents and to be prepared in case of emergency. The process of development and ongoing review of these policies promotes awareness of the need for prevention.

## **Medication Policy**

We must have written authorization from a parent and/or doctor to administer prescription medication to a child at school. Medication must be in the original container with specific instructions and dosage information from a doctor. Asthmatic students who carry inhalers must have their inhalers with them at all times. Similarly, students who carry an Ana kit or epi-pen for allergic reactions must have it available at all times. Be sure to give medication directly to a teacher for safe storage and administration. We can apply sunscreen and administer over-the-counter medications, with a signed consent form from the parents.

## **Illness**

As a parent, you accept the inherent risk of communicable disease by entering a childcare facility including ABCDino Academy. Our policies are in place to ensure we keep this risk to a minimum.

If your child will not be attending school, please inform us via Brightwheel. The medical form and medical release must be filled out and returned before the first day of school.

If your child becomes ill while at school, we will notify you to pick him or her up right away. We are not equipped to care for children that are ill. They will wait in the school office until you arrive. Children will be sent home but are not limited to the following reasons:

- Three incidents in one day of Diarrhea
- Two incidents of vomiting in one day
- A fever over 99.9
- Pink Eye
- Head Lice
- Unexplained rash

Children who have been at home because of an illness should not return to school until after they are **24 hours free of a fever, diarrhea, or vomiting or on antibiotics/symptom free for 24 hours from conjunctivitis.** Children with conjunctivitis, impetigo, excessive cough, runny nose, or any other contagious illness may not come to school. Please consult your physician if you have any questions. We appreciate your cooperation to help reduce the spread of illness.

According to NAEYC's Healthy Young Children Manual, "children should be excluded if their illness prevents the child from participating comfortably in the program's activities." As you review the policy above, please keep this guideline in mind.

No refunds are available for illness-related absences including quarantines or center closures due to quarantine.

## **Emergencies**

In the event of an accident or sudden onset of an illness, the school will not hesitate to seek proper care for the student. The student's individual emergency instructions on file in the school will be consulted immediately and the parents will be called. If necessary, the child will be taken to a local Emergency room. The consent

statement that the parent's sign will accompany the child so that treatment can be given immediately in the absence of a parent. It is imperative that you keep the emergency contact information up to date.

### **Lock Down**

Our centers will go into automatic lockdown in the event that a threat is within a three mile radius or less. The lockdown will remain in place until lifted by local authorities. This entails that no one will be permitted in or out of the building without a door code and all doors will remain locked and curtains/shades pulled.

Communication will be sent out on multiple different platforms to keep you updated and informed. Outside of the three mile radius, lock downs will be enforced when/as directed by the local Police Department. The same policies listed above will apply.

### **Tobacco, Drugs, and Alcohol**

ABCDino Academy is a tobacco, drug, and alcohol-free establishment. These substances are not allowed on the premises at any time.

# Special Infant Information

## Arrivals and Departures

Our goal is to provide each child with the best opportunity to develop their potential in a nurturing, safe environment. We understand that drop-offs can be difficult for both you and your child, but we greatly appreciate your cooperation in helping your infant develop self-regulation and comfort during this time. Please let us know if there are any specific needs or changes in your child's routine (e.g., feeding, nap time, comfort items).

## Separation

Saying goodbye to your infant can be emotional, but we find that the transition is smoother when you make it brief and reassuring. After saying goodbye, it's best to leave promptly, as lingering can prolong distress. While some infants may be upset initially, rest assured that they are comforted and calm down quickly. Please refrain from sneaking out, as it's important for your infant to understand that goodbyes are part of the routine. We will notify you if your infant has difficulty settling and cannot be consoled after a reasonable amount of time.

If your child is having a particularly challenging transition, feel free to speak with the teachers about creating a gradual separation plan, which may include staying in the room for a few minutes initially.

## Primary Caregivers

Each Infant Room is assigned a Lead Teacher who is responsible for ensuring your baby's needs are met throughout the day—this includes feeding, diapering, and providing a safe, happy, and nurturing environment. The Lead Teacher will also document your child's activities and share important information about their day with you through Brightwheel.

## The Infant Environment

Our Infant Room is designed to be a peaceful, stimulating, and secure environment where babies are encouraged to explore at their own pace. The space is equipped with safe toys, soft play areas, and age-appropriate activities that promote sensory development, motor skills, and bonding. Teachers provide gentle interaction, narration of activities, singing, and comforting routines to support your child's growth. We also respect each child's individual schedule for feeding and napping.

## Communication with Parents

Through Brightwheel, parents can stay connected to their child's day by accessing updates about feedings, diaper changes, naps, and other milestones. Brightwheel offers convenient communication between parents and teachers, allowing you to check in on your child's activities in real time.

## Clothing

Please provide the following items for your infant's daily needs, clearly labeled and appropriate for the seasons:

- 2-3 extra outfits



- Diapers (please bring enough for multiple days)
- Wipes
- Sunscreen (if applicable)
- Comfort items (e.g., pacifier, blanket)

We recommend dressing your child in clothing that is comfortable and easy for diaper changes, such as those with elastic waistbands. Please avoid onesies that are difficult for the teacher to remove during diaper changes.

# **Special Waddler Information**

## **Arrivals and Departures**

We understand that saying goodbye to your waddler can be a tough moment, both for you and your child. To support a smooth transition, we ask that you make your goodbyes brief but loving. Staying positive and confident during the drop-off will help your child feel more secure. While some children may have a harder time initially, they usually settle down quickly. We recommend that you avoid sneaking away, as it is important for your child to understand the routine of goodbyes. If your child continues to have trouble, we will notify you and work together to ease the transition.

## **Separation**

Goodbyes can be difficult, but we've found that they go more smoothly when they are short and calm. After saying goodbye, it's best to leave promptly. While your child may be upset at first, they will be comforted and engaged in activities shortly after. If separation continues to be challenging, we're here to partner with you to create a plan that makes the process easier for both you and your child.

## **Primary Caregivers**

Each Waddler Room is assigned a Lead Teacher who is responsible for meeting their needs throughout the day. This includes ensuring they are well-fed, dry, and comfortable, as well as offering a safe, engaging space for learning. The Lead Teacher will document key activities such as feedings, naps, and diaper changes and share this information with you via Brightwheel. If you ever have any questions or concerns, your child's Lead Teacher will be your main point of contact.

## **The Waddler Environment**

The Waddler Room serves as a crucial transitional space, helping children move from the Waddler to the Toddler Room. It provides additional time and support to meet the developmental needs of children who are not yet fully ready for the Toddler Room, allowing them to build on their growing independence, mobility, and social skills at their own pace.

In this environment, we focus on creating a safe and stimulating space where children are encouraged to explore. As your child becomes more mobile, they will begin to practice walking, climbing, and engaging in hands-on activities that help develop their motor skills. Teachers guide their curiosity through interactive play, songs, and socialization. Throughout the day, we balance structured activities like group songs or story time with open-ended exploration, giving each child the opportunity to develop at their own pace and in a way that suits their individual needs.

## **Communication with Parents**

We believe in keeping you involved in your child's day. Brightwheel offers updates about your child's routine, including feedings, naps, diaper changes, and milestones. You can access this information anytime to stay connected to your child's experiences while in our care.

## **Clothing**

Please provide the following items for your waddler's daily needs, ensuring they are clearly labeled and seasonally appropriate:

- 2-3 extra outfits
- Diapers (enough for multiple days)
- Wipes
- Sunscreen (if applicable)
- Comfort items (e.g., pacifier, small blanket)

Clothing that is easy to remove and put on is best for your waddler's growing independence. We recommend pants with elastic waistbands and clothing that is easy for teachers to change during diapering. Please avoid onesies or anything that might make diaper changes difficult for your child or the teacher.

# **Special Toddler Information**

## **Arrivals and Departures**

The goal is to provide each child the maximum opportunity to develop his or her potential through independence in a nurturing environment. We appreciate your cooperation and not providing any unneeded assistance for your child as they develop self care skills such as carrying them, hanging up their coat, putting away their lunch box, changing their shoes, etc.

## **Separation**

After saying good-bye, it is best to keep your exit short and sweet —just go out the door and don't look back. Although some children may be upset at first, we want to reassure you that this passes quickly. Having a positive reassuring attitude is important. Do not be tempted to sneak out when your child is happily occupied. It is very important to say good-bye and let them know when you'll be back to pick them up.

We will call to notify you if your child is upset and cannot be consoled after a reasonable amount of time. Children may bring a pacifier or other comfort item at the beginning of the year to ease the transition, if necessary.

In the event that your child is unable to successfully separate from you and integrate into the program, we suggest offering him/her a period of time when you will stay in the classroom for a while each day. If you suspect that your child may have a difficult time separating from you, feel free to talk to the teachers about it and we will help work out a smooth transition.

## **Primary Caregivers**

To facilitate emotional acceptance and bonding with the teachers and ensure high quality care of each child, we have assigned each child to a Lead Teacher. The teacher who is the Lead is responsible to ensure that the children in her care are well fed and have water to drink, have their diapers changed or use the bathroom on a regular basis, and are safe, happy and learning during the time they are at school. They are also responsible to report this information to the parents either in writing or verbally on a daily basis. The Lead Teacher records which lessons the children are learning and using in the classroom, so it can be conveyed to the parents as needed.

## **The Toddler Environment**

The Toddler Room is designed to be peaceful, calm, and engaging. We practice physical milestones as we nurture each child's development. Teachers will narrate daily activities, read, sing, and play on the floor. Simple toys are introduced as our youngest explorers prepare to move into toddlerhood.

The Toddler Room is the first introduction to group schedule, circle time, and work time. Beginning Preschool Lessons are selected to fit perfectly with the children's developmental needs and rotated often. Self help skills are introduced and practiced daily.. It consists of an entryway where each child has a hook or cubby for personal belongings, an activity area, fine motor lesson room, a bathroom with a child-sized toilet, accessible

sink and diaper changing area. There is also an activity room for indoor play and gross motor movement. An outdoor fenced-in playground.

Experience has shown that young children enjoy and are capable of successfully participating in a large variety of play-based lessons that are developmentally appropriate for their age and ability level. The Toddler Room provides a combination of lessons that have a defined purpose (puzzles, counting materials, vocabulary lessons, practical life lessons such as pouring water or using a baster) as well as creative play materials (a doll house or farm, play telephone), art materials (paint, crayons, glue, paper), and familiar toys or activities such as blocks, cars and trucks, dolls and doll clothes that do not have structure or a defined purpose.

With practice and gentle reminders, toddler-age children can be taught and expected to choose and carry a lesson to a table or work rug, work on one lesson at a time, and return a lesson to its place when finished. They can successfully understand the concepts of waiting for someone else to finish their turn, watching but not touching someone else's work, and sharing with friends. They are capable of working on a lesson with focused concentration for long periods of time. They love to imitate and repeat lessons as shown and will often repeat a lesson many times before being finished with it.

### **Circle Time**

"Circle time" is a group experience that usually consists of singing songs, playing musical instruments, movement (marching, jumping, spinning around), finger plays, use of puppets or props, counting activities, repeating the sounds of the phonetic alphabet, showing pictures or flashcards and giving their vocabulary, and a story. Children are invited to get a mat to sit on and join in the circle, but are not required to attend. Circle time lasts between 10 and 20 minutes, depending upon the needs and interest of the children.

### **Communication with Parents**

The ABCDino Academy Attendance software, Brightwheel, will log every day to inform you of your child's eating, bathroom and sleeping routines. You can access this via the parent app at any time.

Incident reports are completed for any minor injury that requires teacher attention or leaves a mark. Bumps are common in young children and we do our best to document so all caregivers are aware.

We will call parents if, for any reason, your child is distressed, and cannot be consoled, becomes injured or ill, or requires medical attention. We will occasionally have to call a parent if a child is overly aggressive or having a difficult time adjusting to the program.

### **Clothing**

Please keep your child's cubby stocked with the following items **clearly labeled** and appropriate for the seasons:

- 1 pair of indoor shoes or simple slippers with rubber bottoms
- 2 extra sets of clothes
- 6-10 diapers (depending on age-you may bring larger amounts but no more than a single pack)
- Sunscreen
- Sweater/jacket

Please make sure your child's clothes are designed to be easy for him to dress and undress himself, for example, pants with elastic waist, Velcro shoes, and pant legs without snaps. We will encourage the children to dress themselves as much as they can.

Clothing that is easy for a child to put on and take off by himself is especially important for successful potty training (no onesies please!).

### **Potty Training**

Using the potty is a gradual and gentle process that begins when the child enters the 2-3 year old classroom and is invited to sit on the potty every time he or she has a diaper change. We encourage parents to continue this process at home to provide continuity and success. When a child is successful using the potty both at home and school, they may begin to wear thick cotton underwear to school. We ask that children wear underpants at home for one week with success before beginning to wear them to school. We will remind children who are wearing underpants to use the potty at frequent intervals until they are independent.

If your child is in the process of potty training and experiences **three or more accidents in a day**, they will be put into a pull-up for the remainder of the day. This helps ensure a positive and comfortable experience for your child, minimizes disruptions to the classroom, and helps maintain classroom sanitization.

Children need to be fully potty trained and three years old before they may enter our Preschool program. Children who are not yet potty trained but have turned three may stay in the Toddler Room longer, or may be asked to continue working on potty training at home before entering the Preschool Room.

# Special Preschool Information

## Arrivals and Departures

The goal is to provide each child the maximum opportunity to develop his or her potential through independence in a nurturing environment. We appreciate your cooperation and not providing any unneeded assistance for your child as they develop self care skills such as carrying them, hanging up their coat, putting away their lunch box, changing their shoes, etc.

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## **Birthdays**

If you would like to bring a treat, we ask that all treats be store bought with the ingredients clearly labeled. Fruit is preferred so that all the children with allergies or dietary concerns may be included. . If you are planning a home birthday party for your child, *please do not pass out birthday invitations at school or in cubbies if only certain friends are invited.* Those not invited have hurt feelings. You may give the invitations to the front desk to hand out to parents at the end of the day.

## **Toys from Home**

Please do not allow your child to bring personal toys to school.



## **Brightwheel Curriculum**

At ABCDino Academy, we use the Experience Curriculum for all age groups. This comprehensive curriculum is fully integrated into Brightwheel, providing easy access to your child's development milestones, portfolios, and daily classroom activities. Through this platform, parents can stay informed about their child's progress and engage with the educational experiences happening in the classroom.

## **Staff Training and Qualifications**

At ABCDino Academy, we are committed to ensuring that our staff members are highly trained and qualified to provide the best care for your child. All of our staff undergo regular training that meets, at a minimum, the state licensing requirements. This includes ongoing professional development in areas such as child development, health and safety, emergency procedures, and positive guidance techniques.

For more detailed information about our staff training requirements, you can refer to WAC 170-300-0100, which outlines the state's regulations on staff qualifications and training.

## **Cleaning and Sanitation Policy**

At ABCDino Academy, the health and safety of your child is our top priority. We follow strict cleaning and sanitation procedures to ensure a clean and safe environment for all children in our care. These practices are in full compliance with WAC 110-300-0240(2)(f), and have been reviewed and approved by licensing.

Our sanitization practices include regular cleaning of high-touch surfaces, toys, and equipment, as well as daily disinfecting of classrooms and restrooms. We ensure that all cleaning products used are safe and appropriate for childcare settings. The following products are used throughout our classrooms:

- CleanSmart Daily Surface Cleaner
- CleanSmart Toy Sanitizer
- CleanSmart Nursery and High Chair Cleaner
- Force of Nature (used in unlicensed areas as needed)
- Diluted Bleach Mixture (per the WAC for deep sanitization)
- Generic Glass Cleaner (on windows and mirrors)
- Generic Floor Cleaner (used at closing)

By following these guidelines and using these approved products, we maintain a hygienic space that promotes the well-being of every child at ABCDino Academy.

# Biting Policy

## **Purpose:**

At ABCDino Academy, we recognize that biting is a common developmental behavior in young children. Our goal is to address biting incidents in a manner that ensures the safety of all children while supporting positive behavioral growth and development.

## **Prevention:**

1. Education and Awareness:
  - Staff will be trained to recognize and understand the reasons behind biting behavior in children
  - Parents will be informed about the possibility of biting behavior and encouraged to communicate any concerns or observations.
2. Supervision:
  - Adequate supervision will be maintained at all times to minimize opportunities for biting incidents.
3. Positive Reinforcement:
  - Positive behavior reinforcement techniques will be used to encourage children to express their emotions in non harmful ways.
4. Teaching Alternatives:
  - Staff will guide children in learning alternative ways to express frustration, anger, or other strong emotions.

## **Steps We Take When Biting Occurs:**

### **1. Immediate Care and Attention**

*For the Child Who Was Bitten:*

The bite will be cleaned, treated if needed, and the child will be comforted. We will closely monitor the child for any additional signs of distress or injury.

*For the Child Who Bit:*

Staff will calmly intervene, stop the behavior, and remind the child that biting hurts and is not acceptable. A discussion will often follow to help the child understand their feelings and learn alternative ways to express them.

### **2. Incident Documentation**

A detailed report will be completed for both children involved, noting:

- Date, time, and location of the incident.
- Potential triggers for the biting behavior.
- Actions taken by staff to manage the situation.

The report will be shared with both sets of parents, while maintaining confidentiality by not disclosing the name of the other child involved.

### **3. Parental Communication**

*For the Parents of the Victim:*

We will inform parents about the incident, the actions taken to care for their child, and how we are working to prevent future occurrences.

*For the Parents of the Biter:*

Staff will discuss possible causes for the biting (such as teething, frustration, or communication struggles) and collaborate with parents on strategies to address and reduce the behavior.

### **4. Ongoing Prevention Strategies**

- Teachers will closely observe children to identify and minimize triggers for biting.
- We will encourage positive behaviors by:
  - Teaching children appropriate ways to express emotions (e.g., using words or gestures).
  - Offering teething toys for children who are teething.
  - Providing sensory activities to help alleviate frustration and overstimulation.

### **5. When Biting Becomes Recurrent**

- If biting persists, we will:
  - Develop an individualized behavior plan with input from the child's parents.
  - Increase one-on-one supervision during high-risk times.
  - Recommend additional support from outside resources, such as a pediatrician, speech therapist, or child development specialist.

### **6. Severe or Persistent Biting**

- In rare cases where biting continues despite intervention, ABCDino Academy reserves the right to temporarily suspend the child to ensure the safety and well-being of others.
- During this time, we will work closely with parents to develop a strategy for the child's return to the classroom.

### **Our Commitment:**

We are dedicated to providing a safe, supportive, and nurturing environment for all children. We aim to help each child navigate and grow through challenges like biting, while supporting their emotional and social development.

### **Review and Revision:**

This policy will be reviewed periodically to ensure its effectiveness and may be revised as needed to better address the needs of the children and the community.