

HAZELWOOD PRESCHOOL

POLICY HANDBOOK

Our policies comply with the Washington Administrative Code (WAC) and the King County Public Health guidelines and requirements for Washington State licensed childcare centers.



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School Contact Information

Main Office Phone (calls only): (206) 790-6748

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Direct Line (for calls or texts): (253) 670-2995

Brooke Linford, Center Director

Email: Brooke@hazelwoodseattle.org

Direct Line (for calls or texts): 907-229-6819

Board of Directors: board@hazelwoodseattle.org

Nondiscrimination Statement

Hazelwood Preschool does not discriminate based on race, cultural heritage, national origin, marital status, religion, political beliefs, disability or sexual orientation.

Diversity Pledge

We are committed to:

1. Promoting diversity through celebrations of culture, tradition, and customs.
2. Embracing and enrolling families of all structures, backgrounds, and beliefs.
3. Representing our community through our staff and knowing diversity and representation enriches us all.
4. Continuously striving to learn more from others, admitting when we have it wrong, and leading by example with respect and love for everyone.

Why A Non-Profit?

Hazelwood Preschool is a 501(c)(3) non-profit (Tax ID 88-1358292).

Through fundraising, donations, and grants, we raise money to support a scholarship fund that aims to assist families in need. We want our school to reflect the community we are in and we believe strongly that every family deserves access to childcare. Funding also supports our Parent Support Classes which are free to those enrolled. These classes aim to build community amongst our families and grant access to various professionals in the childhood and family fields such as therapists, psychologist, mindfulness instructors, artist, etc. Throughout the year, you will be notified up upcoming classes to sign up for. Free childcare is provided.

Family Engagement & Partnership Communication Plan

We believe that parents and educators should work as a team to provide the best experience for your child. Know that we are committed to keeping an open flow of communication with you about the going-ons at school as well as the well-being of your child. You should feel comfortable reaching out whenever you need with any questions, concerns, ideas, or thoughts you may have. Please note that to maintain a swift and safe pick-up and drop-off, teachers will be limited in their ability to talk with you during those times. However, email remains a great way for us to stay connected and we would be more than happy to pre-arrange a time to be available to you. We also invite parents be involved and sign-up for volunteer opportunities such as fieldtrip chaperones, project assistants, classroom readers, etc.

Upon your child's enrollment and annually thereafter, our lead teachers will observe each child and begin to develop their individualized learning path. This begins with the students' registration forms, where parents note any cultural or language needs, specialized requirements, learning styles, or diagnoses that are relevant to their time here with us. Throughout the year, lead teachers will record developmental milestones, focusing closely on the child's social and emotional development. Lead Teachers also conduct two parent/teacher conferences a year to go over their

observation notes and goals for the student. If needed, teachers, staff, parents/guardians (and occasionally specialists) collaborate on developing certain skills, behavior management, or plans on preparing the child best for kindergarten.

Each parent or guardian has access to our Parent Portal. There, they can view the classroom newsletters and photos that are published weekly. There is also a school calendar that lists all upcoming events, downloadable handbooks and guides, classroom contact list, and links to any important information. All other communication will happen between the director and parents via email or phone. We do not disclose the personal contact information of our teachers.

Program Days, Hours of Operation, Holidays, & Closures.

HOURS:

Hazelwood office is open Monday through Friday from 8:30am until 4pm. Drop off is between 8:30-9am. Half Day pick up is between 12:45pm-1pm and Full Day pick up is between 3pm and 4pm. Aftercare runs from 4-5:30pm.

BREAKS & CAMPS:

Hazelwood Preschool follows Seattle Public Schools for snow closures and delays, holidays, and breaks which include Veterans Day, Thanksgiving and Native American Heritage Day, Winter break, New Year's Day Observed, Martin Luther King Jr. Day, President's Day/Mid-Winter break, Spring Break, Memorial Day, and Juneteenth. Our start and end days will line up closely with SPS, however, if they do not start on a Monday or end on a Friday, we will adjust to the closest Monday and Friday those weeks (we do not add snow make-up days). For Mid-Winter Break and Spring Break, Hazelwood offers camps at an additional fee. Summer Camps are also available and can be reserved and paid for weekly instead of monthly. All camps are available to students, siblings, and the public from 2-7 years old.

Tuition

Tuition is decided by our Board or Directors and Executive Director by March for the following year and Parents should expect tuition to be raised each year in order to continue to pay our teachers' wages, health care, and training. Parents pay through the ProCare system and monthly tuition is due one week before the 1st of the month. Any children enrolled in Half Day Care may participate in our drop-in care afternoon program and will be billed separately at the end of the month.

Registration, Fees, Enrollment, & Disenrollment

DEPOSIT:

An annual registration fee of \$200.00 is due at time of enrollment. This fee is non-refundable after July 1st. The space for your child is not held until payment is made.

ENROLLMENT FORMS:

You will be invited to create your child's profile on the ProCare system. There, you will upload or complete all necessary forms, including:

1. Registration Form
2. Medical Consent Form
3. Permission waver for R.O.O.T.S. program, field trips, photo, and video.
4. Certificate of Immunization Status (CIS) including Covid-19 vaccinations.
5. Parent Contract and Release of Liability Form.

If Needed:

6. A plan for special or individual needs of a child, including allergies
7. Medication Release Form
8. Certificate of Immunization Exemption (COE)

ADDITIONAL FEES:

All fees are automatically added to your tuition at time of enrollment except drop-in fees or after-hours care, which are billed at the end of each month.

ENROLLMENT ADJUSTMENT:

At any point a family wants to change their contracted enrollment hours to more or less, we request a 30 days' notice to guarantee staffing and we will accommodate the change to the best of our ability. However, we cannot guarantee your child can move from Full Day to Half Day. Drop-in care can be chosen with short notice unless staffing is unavailable.

Behavior Management & Discipline Policy

Hazelwood is committed to creating a fun and safe environment for all children in the program. It is important that long before conflict arises, an environment already exists that fosters safety, respect, tolerance, and communication. Children are encouraged to recognize and take ownership of their own behavior and the affect it has on those around them. Of course, there will be times when conflicts arise, and issues need to be addressed. In times when children need reminding and redirecting, or are being unsafe with themselves, others, or property, the child will be approached in a professional, positive, and timely manner and given the opportunity to correct the behavior.

Notable incidents will be discussed privately with parents/guardians at pick-up. In the event a child's behavior is still a repeated issue and cannot be corrected with a verbal warning, redirection, mindful breaks, or other forms of appropriate behavioral modification, a formal meeting will be made with the parents to create a plan on how to best address the situation. Although very unlikely, if continued remedial efforts are not able to provide a safe environment for the rest of the class, immediate dismissal from the program can occur.

Termination Of Services or Expulsion

TERMINATION:

Parents are required to give a one months' notice of their intent to terminate care. If they have paid for a full month but are unable to give the full 30 days' notice, there will be no pro-rated tuition for days not enrolled for the remainder of the month. If Parents can provide the 30 days' notice, a pro-rated rate will be applied to the remaining days left at Hazelwood.

EXPULSION POLICY:

In the case of expulsion, tuition paid for the entirety of that month will not be refunded. Immediate termination is inevitable if the following conditions take place:

- Continual late payments of more than two months or unpaid tuition or fees (for emergency circumstances, please notify the director of situation).
- Continual late arrivals or pick-ups (unless previously approved by director).
- Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, or disrespecting the childcare facility, staff, or policies
- Children who exhibit consistent unsafe or extreme behavior where continued remedial efforts are not able to provide a safe or nurturing environment for the other students or teachers

At our facility, we work with each child, promote consistent care, and maximize child development and learning opportunities. When a child exhibits behavior that presents a serious safety concern for the child or others, and the program is not able to reduce or eliminate the safety concern through reasonable modifications, the child's care will be terminated. Examples would be ongoing hitting/kicking/scratching/biting or otherwise causing harm to others or property, throwing objects at others, leaving the facility unattended, among other concerning behaviors.

Before the expulsion of services due to the child's behavior, we will provide the following support:

- We will have a parent or guardian meeting weekly or sooner as needed.
- We will review the expulsion policy with the parents or guardians.
- We will record the incidents that led up to the expulsion, include the date, time, staff involved, and details of the incidents.
- We will give the parents or guardians a copy of the steps that were taken to avoid expulsion.
- We will give the parents or guardians a description of the environmental change, staff change, and other reasonable modifications that were made.
- We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff, and parents or guardians.
- We will give the parents or guardians referrals to community-based programs/settings.
- DCYF will be immediately notified of the expulsion.

Classrooms & Ratios

STATE REQUIRED RATIOS:

24 to 29 months (Toddler)	(1:7) Group size 14
30 months to 5 years (Preschool/Pre-K)	(1:10) Group size 20

OUR CLASSROOM & RATIOS*:

RIVER ROOM	OTTER CLASS: Toddler-late 2's	11 students max	2-3 teachers
OCEAN ROOM	HARBOR SEAL CLASS: Late 2s to early 3s	11 students max	1-2 teachers
FOREST ROOM	FOX CLASS: Mid-to-late 3s to early 4s	10 students max	1-2 teachers
	OWL CLASS: 4 to 5-year-olds/Pre-K	10 students max	1-2 teachers

*These numbers will adjust in the afternoon classrooms combine when our half day children leave and nap time begins.

MIXED AGE GROUPS:

When a classroom has mixed ages, we follow the ratio guidelines of the youngest child. Children may be in a mixed group during special events, field trips, nap/quiet time, or in the Otter Class where children can be 24-36 months old when enrolled.

Supplies for School

Families need to supply the following items by the first day of school:

1. If the child is still diapering: A packet of diapers/pull-ups (disposable only, no cloth diapers) and 2 packets of wipes. Please add their name to each packet.
2. Extra set of clothing which includes socks, shirt, pants, and underwear (if child has begun wearing them).
3. Any medications the child needs with completed paperwork.
4. Indoor shoes or hard-sole slippers (crocs are a great option)
5. ROOTS outdoor gear. To help families not to have to remember to bring them every day, we recommend families provide labeled rain boots and pants that stay at school.
6. If napping at school: A small blanket and optional small pillow and small soft toy.

Parent or Guardian's Right & Access School Areas During Business Hours

PARENTS & VOLUNTEERS:

During business hours, parents have the right to access their child's file, provider training log(s), DCYF inspection checklist(s), and Facility Licensing Compliance Agreements (FLCA). Parents should schedule time in advance if they would like to have a meeting with the director or teacher to arrange to discuss sensitive information, so the staff are able to focus on their concerns. Any person in the center who is not a director, staff member, substitute, or subcontracted staff or volunteer who has had a

record check and approval to be involved with childcare, shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare. A person who does not have unrestricted access will always be under the direct supervision and monitoring of a paid staff member and WILL NOT be allowed to assume any childcare responsibilities. The lead teacher will assume the supervision and monitoring's primary responsibility unless he/she/they delegate it to the assistant teacher.

UNKNOWN OR VISITING ADULTS:

Management will approach anyone who is on the center's property without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director will get approval for the person to be on-site or ask the person to depart from the premises. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons on the property for other reasons such as maintenance, repairs, etc., Fauntleroy Church/YMCA staff or patrons, or the public will be monitored by a staff member and will not be allowed to interact with children on the premises.

REGISTERED SEX OFFENDERS:

A sex offender, who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) and who is required to register with the Washington State sex offender registry: 1. Shall not operate, manage, be employed by, or act as a contractor or volunteer at Hazelwood. 2. Shall not be on the childcare center's property without written permission from the Director, except for the time reasonably necessary to transport the offender's minor child to and from the center. Although not obligated to grant permission, only the Director can grant permission and must first consult with their DCYF licensing agent before moving forward with the process. **THE DIRECTOR MUST BE NOTIFIED BEFORE ENROLLMENT if a registered sex offender will be listed as a parent/guardian, emergency contact, and/or will be on the child's pick-up permission list. A private meeting may be held with the child's primary guardian before enrollment is approved.**

How Children's Records, Including Immunization Records, Are Kept Current

UPDATING ENROLLMENT RECORDS:

Each Fall, Hazelwood completes an audit of enrollment records. After the audit, we will notify families of anything that needs to be updated. Some forms must be updated yearly, including the Emergency Contact and the Medical Consent form. Other records must be updated throughout the year, such as physical and immunization records. When visiting your Child's physician for a yearly wellness appointment, please request a copy of your Child's physical and most recent immunization record. You may bring these items in yourself or email them to our office. In addition, anytime a family's information changes, such as an address, place of employment, or health insurance provider, a new Emergency Contact and Medical Consent form **MUST** be completed.

CERTIFICATE OF IMMUNIZATION (CIS):

A CIS form or similar form supplied by a health professional must be used, be current, and be updated yearly. All children must be current on their immunizations including Covid-19. If a child is exempt from certain vaccinations for medical/health reasons, a signed Certificate of Exemption (COE) from a licensed physician must be submitted to our office. In this case, the child will be excluded from childcare if there is an outbreak of a vaccine-preventable disease the Child has not been immunized. Children exempted from immunization by their parent or guardian will not be accepted into care unless that exemption is due to an illness protected by the the American with Disabilities Act ("ADA") and the Washington Law Against Discrimination ("WLAD") or by a completed and signed COE. We accept homeless or foster children into care without the records listed in this section if the child's family, caseworker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records or has a written plan to update the immunizations within a short period of time.

CONFIDENTIALITY & RELEASE OF RECORDS POLICY:

Confidentiality is a top priority for Hazelwood Preschool. Hazelwood does not share personal information of families and staff for any reason without the prior written consent of the parents/guardians. Each child and staff's files are kept in the Executive Director's office in a locked file cabinet; however, they are accessible to our State Licensur or parents/guardians upon request. In situations regarding behavior problems and/or Incident/Accident Reports, the names of children involved will remain anonymous to other families. After the child has left our program, individual records for each child are kept for 3 years and attendance records are kept for 5 years.

Policy & Procedure for Sick Children

All children are observed for signs of illness when they arrive at the early learning program and throughout the day.

Children with any of the following symptoms are not permitted to remain in care:

- Fever: for children older than 2 months, a fever of 101° F or above, as read using a digital forehead scan thermometer (temporal scan) or digital thermometer placed under the arm (axillary method), *accompanied by* one or more of the following:
 - Diarrhea or vomiting
 - Earache
 - Headache
 - Signs of irritability or confusion
 - Sore throat
 - Rash
 - Fatigue, crankiness, or illness that limits participation in daily activities

No ear temperatures are taken. Oral temperatures may be taken for preschool through school age children if single use covers are used over the thermometer. Glass thermometers contain mercury, a toxic substance, and are therefore not to be used.

- Vomiting: 2 or more occasions within the past 24 hours
- Diarrhea: 2 or more loose or watery stools more than normal for the child in a 24 hour period; or any blood or mucus in stool

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- Rash: Body rash (not related to allergic reaction, diapering, or heat)
 - Open or oozing sores (unless properly covered with a waterproof dressing and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary) or mouth sores with drooling
 - Lice: Children can remain in care until the end of the day head lice are found. Children may return after they have received their first treatment. Parents should consult with a child's health care provider for the best treatment plan for the child. The life cycle of a louse is about 25 to 30 days, so sometimes treatments need to be repeated 7 to 12 days after the first treatment to kill newly hatching lice.
 - Scabies or ringworm: Children can remain in care until the end of the day scabies or ringworm are found. A child with scabies may return after he/she has received his/her first treatment. Children should see their health care provider to be assessed and get an appropriate prescription for treatment and instructions on its proper use.
 - Sick appearance, not feeling well, and/or not able to keep up with program activities.

Children with any of the above symptoms/conditions are separated from the group and cared for in the office. Parent/guardian or emergency contact is notified to pick up child.

Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by email and printed notice by the sign-in sheets.

When a child has illness symptoms or a condition, individual confidentiality is maintained, as not to single out children and/or families.

In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. We maintain confidentiality of this log.

Staff members follow the same exclusion criteria as children.

Sign-In & Sign-Out Requirements

Children must be signed in and out using the ProCare app. Any adult other than the parent/guardian that arrives to pick a child up must sign them out using the app and be mentioned on the child's registration forms or preapproved by both a parent/guardian and staff member. A child will not be released to any friend or family member not preapproved. If a child needs to leave in the middle of the day and plans to return later, parents need to notify the teachers at the beginning of the day.

Care for Children with Specific or Special Needs

INDIVIDUAL CARE PLAN:

Any parent of a child diagnosed with a specific need, neurodivergence, allergy, etc. will need to complete an Individual Care Plan form. The individual care plan must be signed by the parent or guardian and must contain the following: 1. The child's diagnosis, if known; 2. Contact information for the primary health care provider or other relevant specialist; 3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication; 4. Directions on how to administer medication; 5. Allergies; 6. Food allergy and dietary needs, pursuant to WAC 110-300-0186; 7. Activity, behavioral, or environmental modifications for the child; 8. Known symptoms and triggers; 9. Emergency response plans and what procedures to perform; and 10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs. Accompanying the individual care plan, we must have supported documentation of the child's special needs provided by the child's licensed or certified: 1. Physician or physician's assistant; 2. Mental health professional; 3. Education professional; 4. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or 5. Registered nurse or advanced registered nurse practitioner. 11. If the child has one of the following it must accompany the child's service plan. 1. Individual education plan

(IEP); 2. Individual health plan (IHP); 3. 504 Plan; or 4. Individualized family service plan (IFSP).

The staff at Hazelwood Preschool will do our best to help each family through this process to ensure the health, safety, and support of their child. Parents, please note, that for a health professional to visit the program, prior authorization from the family is required.

Meal & Snack Schedule

Hazelwood Preschool provides a morning and afternoon snack, and families supply a lunch for each child.

LUNCHES:

Lunches will not be refrigerated at the school, so icepacks are a great option to add if needed. Lunch bags/boxes, food containers, and wrappers should be able to be easily opened by the child. Families need to also supply eating utensils if needed. Water bottles should be brought from home, and water is always offered by the lead teachers throughout the day and at each meal time. Parents should avoid packing sodas, candy, glass containers, and foods that must be kept frozen or heated before eating.

SNACKS:

All snacks are prepared and served by staff or teachers in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards. Children are provided with a nutritious morning snack and afternoon snack and weekly menus are available upon request. Children will be encouraged to sample all the foods that are offered but will never be forced to eat. **Each morning snack will include a fruit or vegetable, protein, and a grain. An example would be 2 slices of apple, string cheese, and a graham cracker.** Children may use their water bottles from home, but water in cups are always available in the classroom and while on field trips or during the R.O.O.T.S. program if children are away from the class for more than 1 hour. Water is available all day to our students and Hazelwood will never serve anything other than

water to the children. For afternoon snacks, children are first encouraged to finish any leftover food from their lunches in order to cut down on waste. They will also be offered a school made snack if desired. Special snacks may be offered during birthdays, holidays, cultural introductions, or if it pertains to a certain theme being explored that week in their class such as serving roasted pumpkin seeds when learning about the pumpkin life cycle.

FOOD ALLERGY OR SPECIAL DIETARY NEEDS

It is the parent/guardian's responsibility to notify the school of any allergies or adverse reactions their child may have with certain foods or beverages as well as any special dietary needs or adjustments. Hazelwood Preschool is not an allergen free school. Children with severe food allergies will not be seated next to other students consuming that food, but Hazelwood cannot guarantee a fully allergen free space. If a child has a food allergy, especially if medication/EpiPen is needed for an allergic reaction, parents must supply a written doctor's note and request the proper paperwork from the office. If a child is physically unable to eat certain foods, has different dietary needs (e.g., lactose intolerant, vegetarian), or needs to avoid certain foods for religious reasons, the school office must be informed, and a substitutional snack will be offered to the best of the school's ability. In very rare cases, parents may be asked to supply special dietary substitutions from home.

Diapering & Toilet Training

Here at Hazelwood, we embrace a "come-as-you-are" outlook in terms of where a child is at with toilet training and do not require a child to be potty trained to enroll until they enter the Fox or Owl classrooms. Upon meeting the lead teacher for the first time, parents need to communicate their child's toileting needs and potty-training plan. Disposable diapers, pull-ups, and wipes are supplied by the parents and kept at school. We do not accept cloth diapers. A letter will be sent home when our supply is low, and more items are needed. All students will also supply an extra change of clothes in the event their clothing becomes soiled or dirty.

Our bathrooms are equipped with a changing table, storage, two-bathroom stalls, and two sinks. Toilets are lower to the ground with a stepping stool and smaller seat insert to better accommodate a young child's size.

Nap & Down Time

Children of any age who are enrolled for full days may opt in for nap time which takes place from 1pm-3pm in one of the classrooms. Each child is given an assigned cot which is regularly cleaned and sanitized after each use. Families provide a small blanket and optional small pillow and/or soft toy which remain at school for the week and then sent home with the students on Friday to be cleaned. Windows are blocked to reduce light, and a sound machine or calming music is played. When there is a mixed age in the classroom, the ratio always follows the policy for the youngest student in the room.

Children who do not nap are also offered down time in the other classroom. Lights are dimmed and quiet music and activities are played.

Child Guidance Plan

BEHAVIOR MANAGEMENT & DISCIPLINE POLICY:

Hazelwood is committed to creating a fun and safe environment for all children in the program. It is important that long before conflict arises, an environment already exists that fosters safety, respect, tolerance, and communication. Children are encouraged to recognize and take ownership of their own behavior and the effect it has on those around them. Of course, there will be times when conflicts arise and issues need to be addressed. In times when children need reminding and redirecting, or are being unsafe with themselves, others or property, the child will be approached in a professional, positive, and timely manner and given the opportunity to correct the behavior. Notable incidents will be discussed privately with parents/guardians at pick-up. In the event a child's behavior is still a repeated issue and cannot be corrected with a verbal

warning, redirection, “mindful breaks”, or other forms of appropriate behavioral modification, a formal meeting will be made with the parents to create a plan on how to best address the situation.

RESTRAINT POLICIES:

Physical restraint will only be used if a child’s safety or the safety of others is threatened. If such a need is necessary, it must be developmentally appropriate and limited to holding a child as gently as possible to achieve restraint for the least amount of time needed to gain control of the situation. At no point can a teacher or staff member use unnecessary restraint as a punishment or means to control or threaten a child. **AT NO POINT WOULD THERE EVER BE A SITUATION WHERE CORPORAL PUNISHMENT IS USED. ANY STAFF OR TEACHER FOUND USING PHYSICAL PUNISHMENTS OF ANY FORM WILL BE REPORTED TO THE STATE AND DISMISSED IMMEDIATELY.**

Backup Child Care & Consistent Care

We recommend that parents have access to an alternate childcare arrangement which they may need for school closure days or emergencies, such as a power outage or flood. Parents and guardians will be notified as soon as possible if there is an emergency or a reason that the center needs to be closed so that other arrangements can be made. It is always a parent or guardian’s responsibility to find backup childcare and we encourage everyone to utilize the parent contact sheet available on the Parent Portal.

Communication

We believe that parents and educators should work as a team to provide the best experience for your child. Know that we are committed to keeping an open flow of communication with you about the going-ons at school as well as the wellbeing of your child. You should feel comfortable reaching out whenever you need with any questions, concerns, ideas, or thoughts you may have. Please note to maintain a swift

and safe pick-up and drop-off, teachers will be limited in their ability to talk with you during those times. However, ProCare or Email remains a great way for us to stay connected and we would be more than happy to pre-arrange a time to be available to you.

You should also expect:

- **Weekly updates** on what we are working on at school. These will be emailed to at the end of the week.
- **Parent/Teacher conferences.** Please see the calendar for the dates. This is a great opportunity for us to go more in depth into how your child is growing and learning at school.

Dual Language Learning

For those students learning English as a second language, or where English is not the primary language spoken at home, lead teachers incorporate more English education into the child's Individual Concept Time (one-on-one work time with the teacher) as well as the day-to-day activities and lessons. To the best of their abilities, staff and teachers will adapt the classroom to meet the child where they are and incorporate their familiar language when helpful to set the student up for success. For example, a native Spanish speaking student might hear directions from a teacher in both Spanish and English and later receive one-on-one time identifying English words in their workbook. When needed, Hazelwood staff can act as a liaison to language specialists who can be brought in to observe or assist with a child's language development.

For students with parents or guardians not fluent in English, Hazelwood will strive to the best of their ability to provide multi language communication with the families including providing a translator for parent/teacher meetings.

Religious & Cultural Activities

Hazelwood will make every effort to highlight and celebrate cultural diversity within the program. Each family is encouraged to share typical customs, traditions, and family celebrations with our program and classes. Additionally, Hazelwood staff and teachers

will strive to continue to incorporate new and diverse cultural representations each year.

Transportation & Off-Site Field Trips

Parents are responsible for transportation to and from the school. If we take a field trip off-site, you will be notified in advance. Transportation for field trips will be provided by parents, city buses (foxes and owls only), or walking. Children's emergency contact and medical release forms and medical/immunization records, a first aid kit, staff first aid/CPR certification, and any medication needed by individual children will be taken on all field trips. Any medication administered will be recorded.

Water Activities

During the summer months, we offer on-site water activities for our children. We do not have any pools; however, we do allow the children to run through child-safe sprinklers and water mats that spray water. Water play requires parents and guardians to sign the summer camp registration forms to give permission.

Kindergarten Transition Plan

Hazelwood staff and teachers are available to all families to help the transition into kindergarten as easy and stress free as possible. The director regularly meets and tours many local public and private schools to gain the best knowledge of the options that are out there that work best for each family's needs. Both lead teachers and the director will complete any school required questionnaires or phone interviews about our students if families are applying to any private/STEM school options. Near the end of the year, parents will receive the Washington State's Kindergarten Transition Summary Form which will be filled out by the student's lead teacher. This form is helpful to pass along to the new kindergarten teacher or staff in hopes of gaining a better understanding of the child as an individual. If this form would be helpful during an admissions process, we can certainly fill it out earlier in the year.

Alcohol, Smoking, Cannabis Use, & Prohibition of Illegal Drugs

The following applies to parents, family members, teachers, staff, and any persons on school grounds during operating hours:

Anyone found on the premises during school hours under the influence of alcohol, illegal drugs, or misusing prescription drugs will be asked to leave immediately and is grounds for immediate dismissal of any staff member. Any smoking, tobacco, or vape use must be at least 25 feet away from school property. All alcohol, closed or open, must be kept inaccessible to children as well as the storing of any tobacco or vapor products. It is prohibited for any person to consume or be under the influence of cannabis products of any form while on school grounds.

Guns Or Weapons (Incl. Weapon Play)

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises. All staff, parents, guardians, or any member of the public will not be allowed on the premises with any form of weapon. Any object that could be used to injure another person, which has no center-related purpose, will be considered a weapon. An object with a school-related purpose but used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to knives of all types, guns, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons. Weapons shall be confiscated from children or others who bring them onto the premises. We will report violations of this section to law enforcement agencies in accordance with the law. Weapons under the control of law enforcement officials shall be exempt from this policy.

There is a strict policy of allowing no weapon play at Hazelwood Preschool. Children are not permitted to play with weapons of any type or size or pretend that other items are weapons, including their fingers, hands, blocks, Legos, etc. Redirection will be used when a child is engaging in weapon/violent play and will result in an appropriate loss of privileges if continued.

Staff & Teachers' Duty to Report

As childcare professionals who interact with children daily, each staff member of Hazelwood Preschool is a mandatory child abuse and neglect reporter and must report to Child Protective Services per WAC 388-150-480 whenever abuse or neglect is suspected. We will also inform our licenser. We must make a report if we suspect injuries (cuts, burns, bruises, etc.) are not accidental and if we see signs of emotional, physical, sexual abuse, or physical neglect. CPS has the right to interview any child and/or staff member and look through our files. We are not required to inform parents or guardians of such a report unless instructed explicitly by Child Protective Services. Additionally, we will not release children to anyone who appears to be under the influence of alcohol, drugs, or is extremely sick. Mandated reporters must report suspected child abuse or neglect (or cause a report to be made) to law enforcement or CPS (1-800-562-5624) when they believe a child has suffered abuse or neglect or may be at risk of abuse or neglect. The report must be made at the first opportunity, but no later than forty-eight hours after believing the child has suffered abuse or neglect.

Additional Forms, Reports, & Policies

Any parent or staff member may contact or stop by the office if they wish to view the following:

1. Full Health Policy
2. Pesticide and Pest Control Management Policy
3. Emergency Preparedness Plan
4. All Staff and Teaching Policies
5. Staff Training Logs
6. Weekly Snack Menus
7. Liability Insurance
8. Inspection Reports
9. Curriculum Guide
10. Board Meeting Notes, Non-Profit Information
11. Parent Handbook