Children Are Special Early Learning Center Family Handbook

Hours – Monday – Friday 7:00 AM – 5:15 PM

Provider Number:	**286871**
DSHS Phone Number	**1-877-501-2233**
Emergency Numbers:	**Fire Dept. & Police – 911** **Health Department - (509) 766-7960** **Poison Prevention Center - 1-800-222-1222** **Child Protective Services - 1-866-END-HARM**
Hospital used for Emergencies	**Samaritan Hospital** **801 E. Wheeler Rd.** **Moses Lake WA, 98837** **(509) 765-5606**

Welcome to Children Are Special

Children Are Special Learning Center (CASELC) provides quality care for children through child-centered learning programs where children are nurtured and respected. We offer activities that cover a wide range of developmental areas, including physical, social, emotional, and cognitive learning daily.

The center promotes the development of the whole child through developmentally appropriate activities and curriculum. Parents can be confident of the care their children receive as relationships are developed with our staff and other children in the center.

Through a team approach of open communication and cooperation between home and school, CASELC provides a great start for all children. Parents are welcome to visit at any time and are encouraged to spend time at the center with their child.

It is the policy of this childcare center that no person shall be subjected to discrimination, humiliation, and isolation because of race, color, national origin, sex, age, religion, creed, marital status, disabled, or the presence of any physical, mental, or sensory handicap.

CASELC will accept any child whose needs can be met in the childcare setting if space is available in the program.

We are committed to nondiscrimination in all programs, services, and activities.

Department of Early Learning License
CASELC is licensed by the Washington State Department of Early Learning as a childcare center serving children aged 1 year through 11 years of age with a capacity of 83 at one time. All aspects of the program are subject to DCYF regulations, guidance, and inspections. The WACs for Early Learning programs can be found here: https://app.leg.wa.gov/wac/default.aspx?cite=110-300

Early Achievers
CASELC participates in Early Achievers Washington States Quality Rating and Improvement System. Early Achievers also provides resources and training to support each child's learning and development.
For more information about Early Achievers, please visit the DCYF website: https://www.dcyf.wa.gov/services/earlylearning-childcare/early-achievers/rating-system

Non-Discrimination Policy
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Programs Available at Children Are Special
We have several programs available at Children Are Special. We have 6 classrooms serving children 1 year of age to 11 years of age. We have two Toddler classrooms. Our Small Toddler classroom serves children 12-24 months and has a capacity of 7. Our Big Toddler classroom serves children 24-30 months of age and has a capacity of 12. We have 3 Preschool Classrooms serving children 30 months-5 years of age. During the summer months we have 2 Preschool classrooms and add 1 School Age classroom. We accept both State Pay (DSHS) and private paying families.

Center Closures & Daily Schedule

Center Closures
New Year's Day (January 1st), Martin Luther King Jr. Day (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Juneteenth (June 19th), Independence Day (July 4th), Labor Day (First Monday in September), Veterans Day (November 11th), Thanksgiving and the day after (Fourth Thursday in November), Christmas (December 25th). We will close at 12:00 P.M. on

New Year's Eve and Christmas Eve. If the holiday is on a Sunday, the following Monday we will be closed. If the holiday is on a Saturday, the Friday before we will close.

All other closures for training etc. will be communicated to you well in advance to give you plenty of time to make other arrangements. These closures are necessary for the high-quality program and planning required.

Weather Closures or Closures for Extraordinary Circumstances
Center Closures or delays will only happen during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. We will attempt to notify you in these circumstances by making an automated phone call and by posting it to our center's Facebook page.

Daily Schedule
This information reflects the normal daily schedule at Children Are Special. The actual schedule may vary slightly. Any schedule changes affecting the care we provide for your child will be immediately communicated to you. Your child's daily schedule is posted in his/her classroom. You can request a copy of the actual schedule anytime.

The daily cut off time for dropping off children for childcare is 10:00 am. Please understand that we have daily schedules and lunch preparations to consider. Special arrangements can be made in advance on a case by case basis.

From and to Time		Activity or Event
7:00-8:30		Center opens, greetings, free time
8:30-9:00		Breakfast
9:00-10:00		Circle time, songs, stories, etc.
10:00-11:30		Activity learning centers, crafts, outdoor play, individualized goals
11:30-12:30		Lunch
12:30-1:00		Getting ready for rest/Quiet Activity
1:00-2:00		Quiet time (or nap period)
2:00-2:45		Quiet activities, coloring, table toys individualized goals
2:45-3:00		Clean up for Snack
3:00-3:30		Snack
3:30-5:15		Activity learning centers, crafts, outdoor play, reading, songs, stories

Family Services

CASELC helps families assess their needs and provides them with the services needed to help all families in our program. We care not only for the children but also the entire families that we serve. We look forward to building strong trusting relationships with you as we build a strong connection with your child. CASELC can assist you with referral services to local agencies and help you when accessing community resources.

Parent Resource Center
We have our parent resource center that is located next to the front door that includes many resources that may be beneficial for your family. We encourage you to look through them monthly as we are always adding and updating resources available.

Parent Bulletin Boards
Located on the wall next to the kitchen is our Parent Bulletin Board. This is where you will find upcoming events and important information.

Family Involvement
CASELC values family input and family involvement. Building relationships through active family involvement is very important for the success of all aspects of our program.

Family events, meetings and training will be planned on a regular basis. Both classroom and center-wide events will be implemented to create a family atmosphere. We look forward to your participation, as well as feedback. Notices will be sent home letting you know when these events, meetings and training will occur. The meetings will provide interesting information on a variety of helpful topics. We encourage parents to attend as your children always seem to be very happy when their parents participate in their schools' functions. Parents' participation assists in closing the achievement gap we sometimes see in children.

Parent-Teacher Conferences
Parent-Teacher conferences allow for the sharing of information that provides for a strong foundation of support for the children. These P/T Conferences are not required but are highly encouraged to help support your child's success. These conferences happen in the Fall and Spring every year in our Pre-Kinder Classroom.

Open Door Policy

CASELC has an open-door policy for custodial parents and legal guardians of children who are enrolled in the program. Authorized family members are welcome to visit without advanced notice at any time. Families are encouraged to join activities in the classroom or to observe the children whenever possible. When participating in the classroom, parents/guardians are encouraged to assist the teaching team by supporting classroom policies, procedures, and learning experiences.

Parent Newsletters and Menus
Parent Newsletters and Menus can be found on the brightwheel app. They will also be posted on the Family Bulletin Board.

Changes to Family Information
Any change in circumstance, new address, change of employment status, new phone number, payment information, etc., should be reported to the director immediately. Remember if an emergency does arise, we need current telephone numbers to be able to contact you.

Enrollment Procedure & Transition Policies Moving in, moving up and moving on

Child Care Enrollment
Admission to CASELC is open to all children aged 1 year to eleven years of age. If at any time during the first two weeks of enrollment if you do not feel comfortable with our services, you can terminate care without any further financial obligation to continue care of your child.

Childcare Enrollment: Step 1 – Check Availability – Interview and Tour
If you are interested in enrolling your child in our program, please call to see if openings are available. If there are no openings available, we will contact you as soon as openings become available.

I strongly recommend that parents visit our childcare center prior to enrolling. It's almost impossible to tell if a program is right for your child without seeing it in person. You **do not** need an appointment to tour our center. We are willing to give tours any time during the day that we are open.

It is recommended that we discuss your child's specific needs and review important information about the program. Feel free to bring your child with you so he or she can meet the other children and see what fun things they are doing here.

Child Care Enrollment Step 2 – Submit Required Paperwork and Pay Registration Fee

Complete your child's enrollment by submitting the proper enrollment forms and pay the $100.00 registration fee. Additional children are charged ½ off registration fee, $50.00. The following is a list of all required paperwork

- Registration Form
- Enrollment/Income Eligibility Application
- Immunization Record Form
- Family Handbook, Disaster Procedures, Health Care Policies
- Field Trip
- Picture Authorization

Finally, be sure to take time to read and become familiar with the program policies contained in the Parent Handbook, Health Care Policies and Disaster Policies. These Policies can be found on our website www.children-r-speical.com.

Transitions

Transitions are times when children move between and adapt to different spaces or places and with different people, experiences, expectations, and routines. The term encompasses regular transitions across a day and those that occur at significant times in children's lives such as starting in an education and care service or starting full-time school.

Children may experience a range of transitions including:

- Going from home to an Early Childhood Education Program like ours
- Moving from one age grouping or room to another
- Starting at a new Early Childhood Education service provider
- Leaving our program and starting full-time school

Transition from home to early learning setting policy

For many children starting for the first time in an early learning environment is easy and little difficulties occur. However, for others the transition is more difficult. If your child has a hard time being dropped off on his/her first day we will call you and let you know how he/she is doing. In these situations, it is usually best to start slowly. Only leaving them in our care on the first couple of days for no more than 2 hours. Once they get used to the drop off and pick up procedure, they usually are comforted. Depending on

how the child does will determine if the child can start his/her regular schedule or if we should only increase by another couple of hours before starting full time. We will communicate with you and your child's best interest will be what is focused on when making sure the transition plan fits his/her needs.

Transition to a new age group or room policy

We will first consult with the family of the child who will be moving classrooms. We will ask for their opinions and our requests. Our policies related to room or group changes are based on children's best interests and not merely on children's age. If children have a hard time moving to a different classroom, we will let them visit their old room or group and do a slower transition. This would mean that the child would spend short amounts of time in the classroom to get used to the children and educators before moving up full time. We will be in constant communication with you as to how your child is adapting to his/her new classroom.

Transition to school practices

We will let you know when the Moses Lake School District has their Kindergarten Orientation night and make sure you have all the necessary paperwork so that it can be filled out in advance. As a center, we will put together a portfolio with some of your children's work and his or her formal assessments. This will help your child's Kindergarten teacher get to know them better and be able to see what he/she has been doing while in our care. For us to give this information to your child's teacher you will need to fill out a consent form allowing us to share this information with your child's future school.

Education & Assessment Services

Screening Tool: ASQ

All children enrolled will be screened within 45 days of enrollment and annually after the first 45-day screening. The results of the screenings will be shared with families. After the initial screening an ASQ screening will then be done annually and again those screenings will be shared with families. If a child speaks another language other than English, Children Are Special will do everything we can to conduct the screening in the child's home language and share the results with the family in the families first language.

Curriculum: Experience Curriculum

We use the Experience Curriculum, a research-based, nationally recognized early learning system aligned with state standards. This creative, hands-on program supports

your child's development across key milestone areas through play, art, music, logic, and STEM exploration.

- Hands-On Theme Kits: Every month, our classrooms receive fresh, theme-based toolkits filled with full-color storybooks, sensory manipulatives, and authentic art projects that bring learning to life.
- Age-Appropriate Tracks: The curriculum naturally adapts to your child's developmental stage, from relationship-based sensory play into intentional, interactive skill-building in Experience Toddler and Experience Preschool.
- Social-Emotional Learning (SEL): Built-in prompts help children practice empathy, self-regulation, and resilience as a natural part of their daily routines.

Ongoing Assessment Tool:
Children Are Special will conduct three assessments throughout the year in our Pre-Kinder classroom. These assessments will be shared with families in their home language as needed. We will assess all children in the following areas:

- Social and Emotional Development
- Language Development and Communication
- Literacy
- Creativity
- Math
- Science
- Physical Health and Development

Individualized Goals
Staff and families together will come up with individual goals for children based on the above assessments and screenings. These goals will be worked on with each child individually. When a child has reached a goal, information will be shared with the family and a new goal will be made.

Christian Education
CASELC teaches a Christian Curriculum in the afternoons. It is our mission to teach children about the character of God, how he cares for them, and how he asks us to live and show his light. To do this, children will read stories, sing songs, learn bible verses, and create art.

Staff Qualifications & Confidentiality

Qualifications and Training Completed by Lead Staff

- 30 Hour STARS Training
- 10 Hour of STARS training every year after
- DCYF Background Check
- CPR/First Aid
- Food Handlers Card
- Center Orientation
- Child Abuse and Neglect Training
- Blood borne Pathogen Training
- High School Diploma or GED
- AA in Early Childhood Education or credits in Early Childhood Education

Confidentiality

Information regarding children and families enrolled in the program will be maintained in a confidential manner. No information will be given out to unauthorized people without the permission of the child's parent or guardian.

Children Are Special Tuition Rates

Age & Days	Rates (July 2026-June 2027)
Toddler 4 days per week	$1,160/month
Toddler 5 days per week	$1,340/month
Preschool 4 days per week	$1,135/month
Preschool 5 days per week	$1,315/month
School-Age (during the School Year)	$660/month
School-Age Summer Months	$1,300/month
Registration Fee (Annually)	$100
Registration Fee 2nd child (Annually)	$50

A 10% discount will be applied to families accounts who have multiple children.

Important things you should know as a parent

Cancellation of Services
CASELC requires written notification with a minimum of two weeks in advance of a change in a child's enrollment schedule or to withdraw a child from care.

Billing for services
CASELC will issue invoices monthly. Invoices include charges for childcare scheduled for the upcoming month as well as any additional charges incurred since the previous billing date (overtime fees, late payment fees, etc.). Electronic invoices are sent to families in the Brightwheel App.

Payments are due in full by the 15th of the month unless other arrangements have been made at the front desk. If accounts are not paid for in full by the 1st of the following month a $35.00 late fee will be assessed. Families that have not paid for their childcare account by the 5th of the month will need to make payment arrangements or childcare services will be terminated. Accounts that are 90 days past will be transferred to a collection agency for collection. All NSF Checks will be charged a $35.00 fee.

Payments may be made by cash, check, money orders, or credit card/debit cards through the app. If making a payment by debit/credit card, a 3% fee will be added to the total bill. If at any time you need account information, please see or call someone at the front desk, and they can assist you.

Working Child Care Connection: Subsidized Child Care
Child Care subsidy may be available through Working Child Care Connection for parents who are low income or who have extenuation financial circumstances. Subsidized childcare arrangements must be made with WCCC by the parent/guardian. Families or the provider must provide us with written verification from WCCC that a child qualifies for subsidized care to avoid being billed at the standard monthly rate. To contact DCYF call 1-877-501-2233.

All families on subsidy will be charged out a monthly co-payment determined by DCYF. All co-payments are due by the 10th of the month.

Parking Information
When parked in our parking lot, please be sure the engine of your vehicle is turned off even in cold weather. Please remember that children under the age of 12 may never be

left unattended in a motor vehicle. Please bring all your children into the center when picking up or dropping off a child enrolled in our center. Children must be supervised always and shall not be left alone at our center.

Car Safety Seats Required
The State of Washington requires that car seats be used for young children. For the safety of the children, please be sure to always comply with Washington State's safety seat and seat belt laws. For more information about these requirements and laws visit: https://wacarseats.com/

Arrival and Departure/Sign-in and Sign-out
Parents are responsible to sign their child in and out daily. Licensing laws require that the parent's full signature be used when signing a child in and out of care.

As you enter the building there will be an electronic sign-in sign-out machine that requires a 4-digit number to start the process. All persons who are authorized to sign in and out children will be given a different 4-digit number. Please do not forget to sign your full signature when signing in and out.

No child will be allowed to be dropped off after 10:00 A.M. unless prior arrangements have been made with the front desk.

Once you get your child signed in, it is your responsibility to take your child to his/her classroom. Make sure that the child's teacher knows that your child has been dropped off for the day. **PLEASE DO NOT ALLOW YOUR CHILD TO WALK TO HIS/HER CLASSROOM ALONE. Sometimes your child's class may** be in a different area, (field trip, recess, in another classroom). To make sure they have proper supervision it is required that you let your child's teacher know that he/she is here for the day.

Daily Health Check
When your child arrives at the center each day a quick daily health check is conducted and documented. This helps us as teachers communicate through notes about each child. If you have any questions about our Daily Health Checks, please feel free to speak to a teacher or the director.

Field Trips
The infant and toddler class has a group stroller available for walking field trips. The preschool and school age classes take several field trips. When we go on field trips our center van may be used. We use booster seats on all seats that have shoulder seat

belts. No booster seat is used when only a lap belt is provided. We post when and where we will be going and make sure you are aware of the trip.

If you do not want your child to go on all field trips, please see the center director and give clarification. A note will be kept in your child's file, and he/she will not be allowed to participate in any of the field trips unless pre-authorized by you, the parent/guardian.

Late Pick Up

If an authorized person does not arrive to pick up a child by 5:15 PM. CASELC staff will call the parent/guardian. If a parent /guardian cannot be located, emergency contacts will be called. If CASELC is unable to contact an authorized pick-up person by 5:30 CASELC staff will call the Moses Lake Police Department. MLPD will determine how to locate parents/guardians and whether to contact Child Protective Services.

Remember that there is a $1.00 per minute/per child late fee if you arrive to pick up your child after 5:15 PM.

Absence from the Center

If a child will be absent on a day when he/she usually attends CASELC, please inform us via phone call, email message (childrenrspecial2004@gmail.com) or Brightwheel message. Tuition credits or refunds are not issued when a child is absent.

Release of Children

Children will be released to documented (legal) parent/guardians unless a valid court document has been provided to CASELC limiting custodial rights (current restraining order, sole custody degree, divorce document stating custody arrangements, etc.). If there is an issue regarding the release of a child to a parent/legal guardian, staff members will provide assistance – however, staff are required to release a child to an authorized parent/guardian unless a court document prohibits such action.
Non-custodial parents may visit a child at the center and/or pick-up a child from the center only in accordance with a parenting plan or court order presented to CASELC. In addition to parents/guardians, teachers are only authorized to release children to persons listed on registration forms. If unknown to our staff, photo ID will be required of an authorized pick-up person.

If a person picking up a child appears to be under the influence of alcohol/drugs, or seem to be impaired, CASELC staff will attempt to delay the departure of the person while another authorized pickup person is located. Staff are required to notify the police concerning the driver's potential condition. Staff will provide information to local law enforcement that would be helpful for police to locate the vehicle.

Diaper Changes/Toilet Training
On a typical day, your child will be changed four times on a schedule, unless your child has a bowel movement then the child will be changed again at that time. Diapers and wipes are to be provided by the families. Please make sure that all items are marked with your child's full name. You may bring diapers and wipes in bulk and the center will notify you when they are running low. If at any time you run out of diapers, we will attempt to call you so that you may supply them. If you are unable to supply them a $2.00 per diaper fee will be added to your account.

Toilet training will be initiated when the parent feels the child is ready, such as going to and showing interest in the toilet, the child does not like a soiled diaper on, or longer times between wet diapers. CASELC staff will consult with the parent regarding beginning your child for toilet training and start a routine of taking the child to the restroom several times per day and using positive reinforcement.

Outdoor Play
Children will have the opportunity for outdoor play each day. The Center Director or designated staff will determine if the weather is appropriate for play. Outdoor play gives children the opportunity for gross motor development. We use this form to determine if children should or should not be outside and for how long.
https://www.c-uphd.org/documents/wellness/weatherwatch.pdf

Pesticide Policy
Children Are Special will spray the center and playgrounds regularly to ensure that all the premises are free of insects that could harm people on the premises. A notice will be posted two days prior to the pesticide application. All applications are scheduled for Friday afternoon after people have left the premises. This schedule eliminates all persons from possible exposure.

Special Events/ Birthday Celebrations/ Holidays/ Family Traditions
Classrooms will handle special events and birthday celebrations in low-key ways that are appropriate and respectful for the children in each group. Families and staff may provide food for celebrations. However, all food needs to be store bought and nothing can be made at home. The CASELC community acknowledges the importance of celebrations and rituals in the lives of children. Celebrations can encourage a sense of community and friendship if they reflect an understanding of the developmental levels of the children involved. Children enjoy sharing their family and cultural traditions in the classroom and we hope that families will be a part of the celebrations that are created throughout the year.

Nap & Rest Time
CASELC offers a supervised nap/rest period to all children 5 years of age or younger who are in care for more than 6 hours or those who show a need for rest. Parents must provide two blankets for their child on Monday. We will store the blankets separately and then ask that you take the blankets home on Friday to be washed and then returned Monday.

Nutrition

USDA Child Food Program
CASELC participates in the USDA Child and Adult Care Food Program (CACFP). Menus are developed on a weekly basis and posted in the lobby, kitchen, and classrooms. Each family attending must fill out an Enrollment Income Eligibility form at the time of registration and on an annual basis. The information provided to CASLC is confidential.

Breakfast 8:30-9:00 A.M.	Lunch 11:00 A.M. -12:30 P.M.	Snack 3:00 P.M. – 4:30 P.M
Milk Fruit or Vegetable Grain/Bread	• Milk • Meat or Meat Alternate • 2 Vegetables, or 1 vegetable & 1 fruit, or 2 fruit • Grain/Bread	Fruit or Vegetable and 1 of the following: • Milk • Grain/Bread • Meat or meat alternate

Allergies, Restrictions, and Intolerances
A food allergy/intolerance form and Individual Health Plan (IHP) must be completed and signed by a child's health care provider for food allergies and food intolerances. **For each child with any type of an allergy, a picture will be posted in the classroom in a location that is discreet but available to classroom teachers.** In addition, each child's Individual Health and Emergency Plan will be readily available to the teaching team.

Parents are responsible to:

- **Advise CASELC of a child's food allergy or food intolerance and provide the required documentation from a health care provider.**
- **Keep family emergency contact information up to date**

- **Provide the classroom teacher with any medication indicated by the health care professional.**
- **Periodically check expiration dates of medication and injectors and replace as needed.**
- **Provide substitute meals and snacks for the child, if agreed upon.**
- **On a yearly basis, update the food allergy/intolerance form and emergency plan form.**

Discipline/Redirection/Explosion

Disciplinary Policy

Discipline will be individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control.

- Physical punishment shall not be administered to children
- Staff shall not shame, humiliate, frighten, isolate, physically or mentally harm a child, or label them negatively
- Discipline shall not be associated with food, rest, or illness
- The length of time a child is placed in time-out shall not exceed one minute per year of the child's age
- The following activities or threats of such activities are inappropriate as disciplinary measures and shall not be used for children; these include but are not limited to: Abusive language, isolation without supervision, inflicting physical pain and forced physical activity.

It is the philosophy of Children Are Special to provide positive discipline to children. These are suggestions to be used by staff: redirection, a quiet (private) talk, direct praise, indirect praise, role modeling etc. Teaching staff go over positive discipline regularly at monthly meetings.

If a child displays continual inappropriate behaviors and the behaviors persist beyond what is considered reasonable after intervention strategies have been implemented, CASELC administrative staff will provide guidance and direction in consultation with the classroom teaching team and the child's parents/guardians. If needed, information for contacting a mental health consultant can be shared.

The use of physical restraint at CASELC will be limited to what is reasonable and necessary to:

1. Remove a child who is engaging in behavior that seriously hurts or threatens another person, seriously hurts him/herself, or is destroying property or objects belonging to another person.
2. Protect persons on premises from physical danger.
3. Obtain possession of a weapon or other dangerous object.
4. Protect property from serious damage.

When this is used families will be notified immediately after or during the incident. We will ask that you come and talk with your child to help redirect them as needed.

Biting Policy

Biting is quite common among young children. It happens for different reasons with different children and under different circumstances. Understanding the reason for a child's biting is the first step to changing his or her behavior.

When biting happens here, our staff try their best to prevent it, but often the children are too quick, and the damage is done. When this happens, we are all concerned- the parents of the child who has been bitten, the parents of the biter, the children, and the staff.

We can all work together to understand the reason for the biting and take measures to prevent the behavior from happening again. Some of the reasons that a child might bite include teething, experimentation, attention, imitation, independence, frustration, and stress. When biting occurs in the classroom, both the bitter and the child who has been bitten will receive incident/accident reports. We will use these reports to determine the cause of the biting and determine methods of preventing the biting from happening again.

In more extreme cases we may ask that a child be removed from our care to ensure the safety of the other children.

Health and Safety

Staff members will provide first aid, as appropriate, and document all illnesses, accidents, and injuries occurring at the center. Parents will be notified of each incident in a timely way depending on the severity or urgency of the situation. If the staff believes that a child needs emergency medical evaluation or care beyond basic first aid, the appropriate steps will be taken to secure such care for the child.

These steps include, but are not limited to:

- **Immediately summon emergency medical assistance by calling 9-1-1.** If a child must be transported to a medical facility, as deemed appropriate by emergency medical service technicians, a staff member familiar to the child will remain with the child until a parent or authorized person takes responsibility for the child at the medical facility.
- **Summon parents/guardians** or other authorized emergency contacts as quickly as possible.

PLEASE MAKE SURE EMERGENCY CONTACT INFORMATION PROVIDED TO CHILDREN ARE SPECIAL LEARNING CENTER IS CORRECT AND KEPT CURRENT AT ALL TIMES.

Washing Hands

Prevention of illness is the most effective strategy and washing hands is one of the most effective techniques for children to learn. Teachers will help children wash their hands several times per day, as per the protocol established by the Health Department. CASELC encourages parents to help their children follow hand washing protocol at home, as well as at the center. According to Washington State childcare laws, children must wash their hands with soap and warm water at several intervals during the day, including:

On arrival at the center After using the toilet After the child is diapered After outdoor play After playing with animals
After touching body fluids (such as blood or after nose blowing or sneezing) Before and after the child eats or participates in food activities.

Illness in Children

Children in a group setting are inevitably exposed to germs carrying disease and illness. CASELC cannot completely prevent the spread of illness, however, measures will be taken to reduce the spread of disease whenever possible. This includes requesting that children exhibiting signs or symptoms of illness remain at home. When sick children come to the center, they jeopardize the health of others at the center. Despite attempts to prevent children who are sick from attending, people in childcare settings are likely to be exposed to germs and illness. If a child is ill upon arrival, the parent will be asked to take the child home. If a child becomes ill while at the center, teachers will notify parents of the illness and ask for the child to be picked up. If parents are not reachable or will not be able to pick up the sick child within the hour, teachers may contact emergency pick-up individuals designated in the child's records. Families must inform CASLC if their child contracts a communicable disease or develops a parasitic

condition. Notices will be posted in appropriate classrooms to inform other families of potential exposure.

Please keep your child at home if he/she has the following symptoms.

1. Deep, hacking cough or severe congestion
2. Earache
3. Severe drainage from wounds, nose, eyes, ears
4. Severe pain or discomfort in joints, ears, or abdomen
5. Acute diarrhea, three times within 24 hours
6. Two or more episodes of vomiting within 24 hours
7. Temperature of 100 degrees F or more
8. Red eyes with discharge
9. Head Lice
10. Difficult rapid breathing
11. Blood or pus from ear, skin, urine or stool
12. Infected untreated skin patches or lesions

Children cannot participate well in group situations when they are ill. It is also unfair to the other children and teaching staff who are exposed to illness and/or communicable disease. If your child is at the center and becomes ill, you will be notified to pick up your child as soon as possible. If we are unable to reach you, we will contact the person whom you have identified as your emergency contact. Children must be symptom free for 24 hours before returning to care.

Reportable Diseases

Children who have a reportable disease may not be at childcare until you have a written document from a health care provider, and we have been notified by the Local Health Department stating that the child can return to childcare. A list of reportable diseases can be found here:
https://doh.wa.gov/public-health-provider-resources/notifiable-conditions/how-report-posters

Medication Policy

If medications are required by the ADA for a chronic illness, the parent must provide training and written instructions to caregivers on the proper administration of the medications or treatment required for the child. We will not give medications outside of those required by the ADA.

Toothbrushing Policy

At least once per day, preschool classroom teachers will offer children an opportunity for developmentally appropriate tooth brushing activities. These activities will be done in a safe, sanitary, and educational manner. After one meal during the day, children will be handed his/her toothbrush (that parents provide) and be given a cup of water. Children will be encouraged to brush their teeth without using toothpaste. When they finish, they can throw away paper cups and we will store the toothbrushes in a manner that prevents cross contamination.

Parents or guardians may opt out of the daily tooth brushing activities by signing a written opt out form. That form is provided at the end of this handbook.

Emergency and Disaster Plan

The Emergency and Disaster Plan is available for review at the front desk and on our website at children-r-special.com.

DEL requires that parents/guardians of enrolled children at CASELC sign a statement indicating that they have read the Emergency and Disaster Plan. If there are questions about any of the emergency procedures, a CASELC administrator can provide clarification.

Child Abuse and Neglect

Employees at CASELC are mandated reporters for child abuse and neglect and are required to report situations as outlined by law. These situations include:

- A death or a serious injury or illness that requires medical treatment or hospitalization of a child in care.
- Any instance where there is reason to suspect the occurrence of physical, sexual, or emotional abuse or child neglect, child endangerment, or child exploitation.
- Any instance of immediate danger to a child.
- CASELC staff are required to cooperate with authorities regarding the protection of children on any investigation related to the welfare of a child

Items to bring for your child

- Please provide a complete change of clothes (weather appropriate) to leave at the center for your child. Please make sure these are play clothes as children play/work hard and should not worry about getting clothing dirty.
- In cold weather, please make sure children have jackets/coats, hats, boots, and mittens/gloves.

    - In sunny weather, please provide a hat labeled with your child's name for wearing outdoors. Also, remember to send sunscreen and complete the sunscreen authorization form.
    - For summer water play, please provide a towel and bathing suit and, if desired, water shoes.
    - Please provide sheets and a blanket for rest time. Please take the bedding home at the end of the week and return it the following Monday.
- Please provide diapers and wipes for children who need them. Also, bring diaper ointment, if needed, and make sure the diaper ointment authorization form is completed.
    - Please LABEL ALL items brought to CASELC for your child including clothing, bedding, diaper packages, baby wipes, pacifiers, bottles, and any other personal belongings.
    - In case of emergencies, CASELC will provide children with extra clothes to wear. If your child goes home in CASELC clothing, please wash, and return the items to the center.

CASELC is not responsible for lost clothing or other lost personal items brought to the center.

Children Are Special Learning Center
Field Trip Permission Form

Dear Parents,
This permission slip will cover all the field trips our teachers and students take during the year. With this field trip form, we will not need to ask you every time for a separate permission slip. Specific dates and times of the events will be posted, and messages will be sent through our sign-in/sign-out computer system.

Child's Name: _____
Date of Birth: _____

Parent's Name: _____
Phone Number where Parent can be reached: _____

Emergency Contact: _____
Phone Number: _____

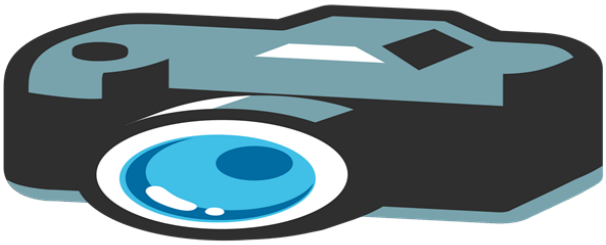
Medical Concerns:

Allergies:

I give permission for my son(s) and/or daughter(s) to go on field trips during the 2024-2025 school year. I understand that for all trips my children will be walking and/or riding the Children Are Special transportation vehicles. The dates of the trips will be posted to messages on the sign-in/out computer.

Parent Signature

Date



Photo/Video/Surveillance Consent Form

Dear Parents,
Occasionally, we will be taking pictures of your child to enhance our program. Generally, the photos will be used for bulletin boards, cubbies, projects, special events, and sometimes just for fun. Other parents may wish to take pictures of the group at the center on some occasions, such as their child's birthday celebration. We are constantly improving our website and Facebook page, and, as they say, "a picture is worth a thousand works". We would like your permission to have your child photographed.

Children Are Special Early Learning Center may use video surveillance in the classrooms, hallways, and on the playgrounds. By signing below, you acknowledge that this is a practice of Children Are Special Early Learning Center.

_____ I give permission for Children Are Special Early Learning Center, to take photographs and/or video of my child.

_____ I **DO NOT** give permission for my child's photograph to be taken. I will supply Children Are Special Early Learning Center with photos of my child when they are requested for projects or to put up in my child's classroom.

Parent Signature

Date



Toothbrushing Opt-Out Form

I **do not** wish for my child to brush his/her teeth while in the care of Children Are Special Early Learning Center.

Child's Name

_____

Parent Name _____

_____

Parent Signature

_____

Date

Children Are Special Early Learning Center Guidelines

Parents or Guardian's must sign that they have read and will agree to the following guidelines of Children Are Special Early Learning Center. **Initial each line and sign and date the bottom.**

_____***Registration Forms*** must be filled out completely and updated immediately upon any change. Annual updates are always required.
_____ ***USDA Form*** must be turned in prior to your child starting care.
_____ ***Immunization Records*** must be turned in prior to your child starting care.
_____ ***Picture Authorization Form*** must be submitted prior to your child's first day.
_____ ***Field Trip Form*** must be turned in prior to your child starting care.
_____ ***Emergency/Disaster Plan*** must be read completely prior to child enrollment. These are located in the center lobby, your child's classroom and can also be found at www.children-r-special.com
_____ ***Health Care Policies*** must be read completely prior to child enrollment. These are in the center lobby, your child's classroom and can also be found at www.children-r-special.com
_____ ***Parent Handbook Acknowledgement Form*** must be signed and turned in prior to enrollment.
_____ ***Tuition and Price List,*** I have read and agree to the tuition and price list posted July 2026.
I do not agree or consent to the following:
_____
_____
_____
_____

Parent Name: _____

Child's Name: _____

_____

Parent Signature Date