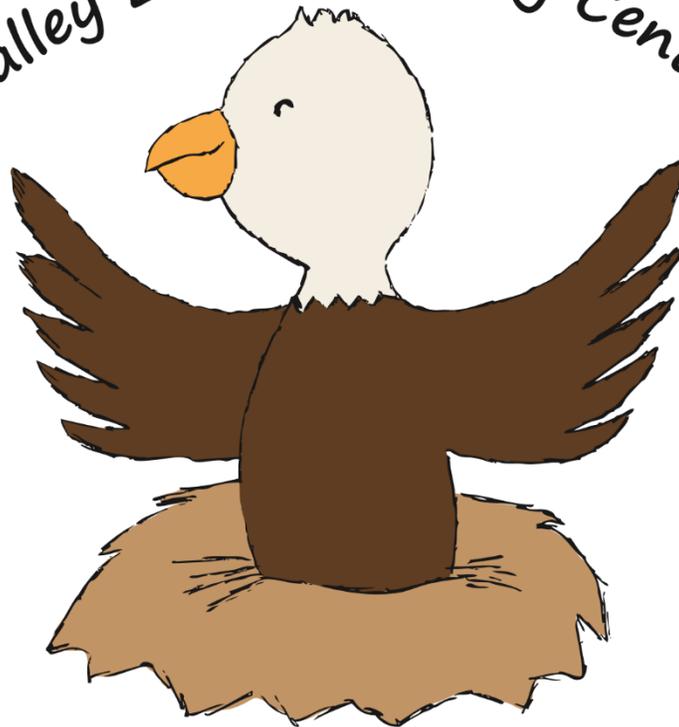


Valley Early Learning Center



Family Handbook

Valley School District
3030 Huffman Road Valley, WA 99181

(509) 937-2652

www.velc.org

Welcome to the Valley Early Learning Center!

If you are seeking a fun and nurturing program where your child will be cared for and encouraged to learn and grow to the best of his or her potential, then the Valley Early Learning Center may well be the place for your family.

What We Offer

We provide year-round care and educational programming to families with children 2.5-12 years old.

- ☀ Structured learning activities throughout the day
- ☀ Student progress reports shared with families at least three times per year
- ☀ Free family resources and parent training opportunities available
- ☀ Meals and snacks provided
- ☀ Bus transportation available during the school year
- ☀ Discounts for enrolling more than one child at a time
- ☀ Flexible weekly scheduling available

Curriculum Philosophy

We use the Creative Curriculum while encouraging your child's natural curiosity and building on what he or she already knows. We align with Washington State Early Learning Guidelines and believe in authentic, ongoing, observation-based assessment strategies that focus on strengths. Our Transitional Kindergarten program aligns with Full Day Kindergarten guidelines. We assess using Teaching Strategies Gold over the following objectives: social-emotional, physical, language, literacy, cognitive, and math. We believe children learn best through play. We respond to the individual needs of each child and encourage a love of learning every step of the way.

We are about paint, glue, color, and imagination. We celebrate creativity and good manners, respect for yourself and others. We share stories, music, ideas, and togetherness. We notice our surroundings, explore and ask questions. We want good things for each child, now and forever. We are here to make that happen in the best way we can and know how. We are the Valley Early Learning Center, here for you and your family.

Program Director
Family Engagement Coordinator
Candace Harris
Candace.Harris@velc.org
(509) 937-2638

Superintendent
Ben Ferney
Ben.Ferney@valleysd.org
(509) 937-2771

Hours of Operation

VELC is open 7:00 a.m. to 5:30 p.m., Monday through Friday, year-round, except holidays. Parents and guardians are welcome to visit their child at any time during the day and are encouraged to be involved in activities with the children in care.

Contents

This packet contains two sections: a Family Handbook and Enrollment Information & Forms. Please read all of the information provided. After you have completed and returned the registration forms, an orientation will be scheduled to complete the enrollment process prior to the start of services. We encourage you to keep the Family Handbook and copies of your registration documents for future reference.

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Valley Early Learning Center Rates

Effective September 1, 2020

DAILY RATES	5 Full Days per Week	4 Full Days per Week	3 Full Days per Week	2 Full Days per Week	1 Full Day per Week	One Half Day
Preschool Age (2.5-5 yrs.)	\$32.00	\$37.00	\$37.00	\$42.00	\$42.00	\$22.00
School Age (5-12 yrs.) - Summer	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$16.00
WEEKLY RATES	5 Full Days per Week	4 Full Days per Week	3 Full Days per Week	2 Full Days per Week	1 Full Day per Week	
Preschool Age (2.5-5 yrs.)	\$159.00	\$147.00	\$110.00	\$84.00	\$42.00	
School Age (5-12 yrs.) - Summer	\$149.00	\$120.00	\$90.00	\$60.00	\$30.00	
School Age (5-12 yrs.) - Before/After School	\$76.00	\$61.00	\$46.00	\$31.00	\$15.00	
MONTHLY RATES	5 Full Days per Week	4 Full Days per Week	3 Full Days per Week	2 Full Days per Week	1 Full Day per Week	
Preschool Age (2.5-5 yrs.)	\$636.00	\$588.00	\$440.00	\$336.00	\$168.00	
School Age (5-12 yrs.) - Summer	\$596.00	\$480.00	\$360.00	\$240.00	\$120.00	
School Age (5-12 yrs.) - Before/After School	\$339.00	\$271.00	\$203.00	\$136.00	\$68.00	

Tuition Information

Rates: Monthly rates are structured to allow for 11.5 holidays and up to 10 vacation days annually for children attending 5 full days per week. Vacation days are prorated based on the weekly attendance selection.

Payment Schedule: Payment must be received in the VELC office no later than the first day of the month for that month's service.

Registration Fee: An annual registration fee of \$35 per child is due upon enrollment or reenrollment.

Payment Assistance: Assistance is available for families with low-income, homeless situations, foster children, or children with developmental delay or disability. Services include Transitional Kindergarten and the Early Childhood Education Assistance Program (ECEAP). Please contact the Program Director for more information.

Discount: A discount of 10% will be offered to families enrolling more than one child in the program. The discount will be applied to each additional child enrolled and will apply to the child(ren) with the lowest amount billed in any given month.

Service Priority: Service is provided on a space available basis only. Enrollment priority will first be given to employees of the Valley School District, then full-time enrollees. Full-time enrollees have priority over part-time enrollees, and part-time enrollees have priority over less-than-part-time enrollees (fewer than three full days per week).

Partial Months: The full monthly rate is charged regardless of lack of attendance, illness, or family vacation.

Late Pick-up Fee: \$1.00 per minute after closing time.

Late Payment Fee: \$5.00 per week, or dismissal from services if chronic late payment occurs and is not reasonably resolved.

Returned Check Fee: Prompt payment must be made for the check amount plus the amount charged the district by the bank and a \$10 administrative fee, or services may be suspended. (Valley School District Policy #6101).

Prior Notice: In the event family circumstances require a change to the service agreement, the Program Director must be notified at least two weeks in advance. This change/notice requirement includes any extended family vacation over two (2) weeks, and decisions to exit the program.

VELC Program Guidelines

Signing In/Out

Parents and guardians (“parents”) must sign their first and last name and record the time and date of arrival and departure in the Sign In/Out Book located by the entrance of each classroom for each day their child attends. Parents will complete the health screening upon arrival and record answers in the Sign In/Sign Out Book.

Supplies

Parents will need to bring the following items that will remain at the center:

- One (1) package of disposable wipes
- A complete change of clothes including shirt, pants, under garments, and socks in a labeled gallon size ziplock bag.
- A small blanket or special stuffed animal for nap time
- Water bottle (labeled with child’s name)
- Closed-toe slippers to be worn inside during cold/winter months

Transitions

VELC understands and values the importance of transitions into, within and out of the program. Transitions are managed through verbal and written communication between program staff and families.

Upon Enrollment: The family will be invited to an orientation before school starts that includes meeting with the director and teacher, and a visit to the classroom to support a successful transition into the program.

Preschool to Kindergarten: Lead teachers will meet with kindergarten teachers and share your child’s TSG assessments and kindergarten transition summary. An electronic or hard copy will be provided to your family to give to your school district if it is not possible for the preschool and kindergarten teacher to meet. Children will spend time in the kindergarten classroom and playground, and families will be invited to kindergarten orientation.

Out of Program: Your family will be provided with your child’s assessment and screening data.

Meals and Snacks

Sample Daily Menu:

8:30 a.m.	Breakfast	1/2 c. banana slices, 1/3 c. unsweetened cereal, 3/4 c. milk
11:45 a.m.	Lunch	Bean and cheese quesadillas, corn, apple slices, 3/4 c. milk
2:30 p.m.	Snack	1 muffin, 1/3 cup milk or water

Typical Daily Schedule

The daily schedule is flexible, based on the number and ages of children in care on a given day. Each day will include meal and snack times, rest times, outdoor play (weather permitting), large and fine motor activities, language activities, music, and creative free play.

7:00 a.m. – 8:30 a.m.	Arrival – Wash hands, Choice time, small group
8:30 a.m. – 9:30 a.m.	Wash hands – eat breakfast / Circle Time
9:30 a.m. – 10:30 a.m.	Choice time / small group
10:30 a.m. – 11:00 a.m.	Outside time (weather permitting)
11:00 a.m. – 12:00 p.m.	Wash hands – eat lunch / Circle Time
12:00 p.m. – 1:00 p.m.	Rest time (children not napping will be provided with quiet activities during this time)
1:30 p.m. – 2:30 p.m.	Choice time / small group
2:30 p.m. – 3:00 p.m.	Snack time
3:00 p.m. – 3:30 p.m.	Outside time (weather permitting)
3:00 p.m. – 4:30 p.m.	Choice time – small group
4:00 p.m. – 5:00 p.m.	Limited Choice time – table time, arts and crafts, late snack

Behavior Management and Discipline

Each child should be privileged with a physically and emotionally safe and orderly environment. A minimum number of rules, rewards, and consequences must be developed in order to protect each child's rights to this environment.

The VELC program provides an environment where discipline occurs through a combination of support, encouragement, and limit setting taught utilizing social emotional curriculum Conscious Discipline and Second Steps. It is important that staff emphasize positive behavior management and incorporate positive reinforcement techniques to support clearly taught rules as well as appropriate consequences. All children are encouraged to engage in a cooperative manner, thereby enhancing their social nature, and encouraging their ability to interact with others. Staff will implement strategies to meet the individual needs of children with challenging behaviors. Behavioral support plans will be designed by working with families, teachers, and specialists. Behavioral support plans for children enrolled in VELC will never include expulsion.

Child Abuse and Neglect

In accordance with WAC 110-300-0475, Valley Early Learning Center staff must report immediately any instance when staff have reason to suspect the child has been a victim of any physical, sexual, or emotional child abuse, child neglect, child endangerment or child exploitation, as required under Chapter 26.44 RCW. Staff may make a report by calling the statewide number at 1-800-562-5624 or 1-866-ENDHARM (1-866-363-4276).

HealthCare

Complete copies of our healthcare policies and procedures are located in the Sign In/Out Books in each classroom.

Medication and First Aid

All medications, including cough drops, aspirin, etc., must be given to a child by parents, unless VELC staff receives written authorization to do so. Prior to staff members dispensing any form of medication, whether prescribed or over-the-counter, state law requires that written authorization from the parent and licensed healthcare practitioner be presented to the VELC office. Current authorization and instructions from the licensed healthcare provider must be provided at the beginning of each school year in cases where medication is to be given on an on-going basis, and must be updated any time medication treatment orders change. The **Authorization for Administration of Medication at School** form is available from VELC staff members.

All medication must be kept in its original container and left with VELC staff members to be dispensed according to instructions. Medication brought in for one child may not be dispensed to any other child. The licensed healthcare provider must state, in writing, the need for any child to carry and/or self-administer certain medications.

Because the Valley School District's nurse is available on a part-time basis, we are able to offer only minimal first aid treatment (Band-Aids, ice packs, etc.). Staff members are trained in first-aid procedures. Minor injuries such as nosebleeds, scrapes, and bruises are handled by staff members with the use of appropriate first aid supplies as stated in WAC 110-300-0230. Parents will be notified in writing and/or by telephone of any injury the child experiences while at the facility.

Major Injuries

In the case of a major injury or medical emergency, the parent will be notified immediately. Staff members will provide first-aid as necessary. A serious injury or illness that requires medical treatment or hospitalization of a child in care must be reported by telephone and in writing to the parent, licenser, and the child's social worker, if the child has a social worker.

A child will be excluded from care if any of the following symptoms exist:

- a) Diarrhea (three or more watery stools or one bloody stool within 24 hours)
- b) Vomiting (two or more times within 24 hours)
- c) Open or oozing sores, unless properly covered with cloths or with bandages
- d) For suspected communicable skin infections such as impetigo, pink eye, and scabies, the child may return 24 hours after starting antibiotic treatment
- e) Lice or nits
- f) Fever of 100 degrees Fahrenheit or higher, or have one or more of the following:
 - Earache
 - Headache
 - Sore throat
 - Rash
 - Fatigue that prevents participation in regular activities

Disease Control

To prevent communicable diseases and the spread of germs, the VELC staff will clean surfaces using soap and water, including but not limited to, bathrooms, floors, walls, and doorknobs. Additionally, staff members will disinfect surfaces with a bleach/water solution (1 tablespoon bleach to 1 quart cool water) to kill germs after cleaning with soap and water. These surfaces include, but are not limited to, food contact surfaces, and high-touch areas. A separate, rigorous disinfecting protocol is conducted for toys and other classroom materials.

Hand Washing

Staff members are required to wash their hands multiple times during the day, including but not limited to, the time they arrive, before and after diaper changing, after handling an ill child, after toileting, before and after preparing or eating food, after being outdoors, and after handling bodily fluids. Children will be required to wash their hands with warm soap and water when they arrive, after toileting, before and after eating, after outdoor play, and after contact with bodily fluids.

Other Important Things to Know

Transportation

For your convenience, school transportation is available in the morning and the afternoon. Students that participate in preschool, or qualify for special services, may be transported by bus throughout the Valley School District. For safety, preschoolers sit in the first seat behind the bus driver. After all the buses have arrived, the children are escorted to the classroom. If you opt for school transportation, you will be asked to complete a VL Transport Center Ridership Form #6605F2.

Field Trips

In the event that Valley Early Learning Center participates in field trips, parents will be notified 24 hours in advance and consent obtained pursuant to WAC 110-300-0480. Other than approved field trips, children will remain on the campus of the Valley School District at all times.

Religious and Cultural Activities

The Valley Early Learning Center participates in Halloween, Christmas, and Easter activities, as well as other culturally relevant activities, depending on our families. Consistent with state and federal laws, we respect the rights of our families to observe the tenets of their faith.

Emergency Preparedness

Staff is trained in the emergency preparedness plan upon hire, and this plan is reviewed annually. Parents will be provided information about this plan upon enrollment. Emergency preparedness procedures are available to parents upon request. Evacuation routes are posted next to the door in each classroom. Fire drills are conducted monthly and documented each month. Emergency drills are conducted when the Valley School conducts drills. In case of an emergency, the VELC has a supply of food and water on hand for children and staff for at least 72 hours, in case parents are unable to pick up children at the usual time.

District Policies & Information

Nondiscrimination Statement

Valley School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees of the Valley School District at 3030 Huffman Rd., Valley, WA 99181 are designated to handle questions and complaints of alleged discrimination: Danielle Tupek, Title IX Liaison; Ken Davis, Section 504/ADA Coordinator; Ben Ferney, Compliance Coordinator for State Law (RCW 28A.640/28A.642). A complaint regarding alleged discrimination may be made by email to: compliance@valleysd.org, or by calling the district office at 509-937-2791.

Child Find

Are you worried about your child's development?

- Does your child have a medical disorder or birth defect that interferes with their development?
- Does the child seem to have hearing or vision issues?
- Does your child have difficulty communicating with people outside the family?
- Does your child have difficulty keeping up with other children their age?
- Does your child have issues learning when they are experiencing social-emotional difficulties?

Any child, birth to age five, whose family or caregivers would like more information about their child's development can contact Valley School District to receive a free Child Find Screening.

The purpose of a Child Find Screening is to identify issues that may affect your child's learning, growth, and development and to help parents identify their child's strengths and weaknesses. During the screening, your child may stack small blocks, cut with scissors, draw, count, name colors, jump, and have fun! After the screening, someone will talk to you about the results and you may be given suggestions, a referral for more testing, or be scheduled to have skills rechecked later. You will have the chance to ask any questions about your child's development. The whole process takes about 45 minutes.

For more information and to schedule a screening, contact Valley School District Special Services at (509) 937-2616 or Caitie.Klemish@valleysd.org.

- If your family is living in a temporary situation, you may contact the district where you are staying to attend a screening.

- Early identification and intervention help children become more independent and achieve at higher levels. Individuals from birth to age 21 may be screened and eligible for services.
- Families experiencing homelessness, with low income, providing foster care, or with children with developmental delay or disability, including speech difficulties, may qualify for preschool services at no cost.

Tobacco-Free, Drug-Free and Weapons-Free Campus

Valley School District’s campus is distinguished as a tobacco-free, drug-free, and weapons-free zone in accordance with state and federal laws. Staff, students, parents, guardians and visiting citizens are asked to be aware of these prohibitions, and be informed of and abide by the following district policies while on school property, transportation and other facilities when used exclusively for school activities. Policies are available on the district website at www.valleysd.org or by contacting the Administrative Office at (509) 937-2791.

- 4210-Regulation of Dangerous Weapons on School Premises (*RCW 28A.600.420; RCW 9.41.280; RCW 9.91.160*)
- 4215-Use of Tobacco, Nicotine Products and Delivery Devices (*RCW 28A.210.310; RCW 70.155.080*)
- 5201-Drug-Free Schools, Community and Workplace (*RCW 69.50.435; 41 U.S.C. 8104; 21 U.S.C. 812; 20 U.S.C 7101-7118*)

The McKinney-Vento Homeless Education Act Assisting Children in Need

If your family lost permanent housing and now live in a temporary shelter, inadequate housing and/or lack a fixed, regular nighttime residence, your children might be able to receive help through a federal law called the McKinney-Vento Homeless Education Act.

Under this Act, children and unaccompanied youth in homeless situations have the right to:

- Receive a free, appropriate public education.
- Immediate enrollment in the school of choice (even if they are missing a permanent address, required records or documents), and the ability to attend classes while the school gathers needed documents.
- Receive free meals at school and transportation assistance
- Receive educational services comparable to those provided to other students, in accord with student needs.

For assistance and more information about how you and the school can work together to provide the support your child needs to be successful, contact the Valley School District homeless liaison at (509) 937-2413.

Additional assistance and resources are available through the Washington State Homeless Education Coordinator, Melinda Dyer at Melinda.dyer@k12.wa.us or 360-725-6050; and the National Center for Homeless Education at 1-800-308-2145 or homeless@serve.org; www.serve.org/nche.

Prohibition of Harassment, Intimidation or Bullying

Harassment, intimidation or bullying is any intentional electronic, written, verbal or physical act including but not limited to one shown to be motivated by race, creed, color, religion, national origin, veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.

- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

How do I report harassment, intimidation or bullying?

Incidents of harassment, intimidation or bullying can be reported verbally or in writing to any school staff member or to the district's Compliance Officer, Ben Ferney at 509-937-2791 or Ben.Ferney@valleysd.org. To submit written statement to any staff member or school office using the Incident Reporting Form #3207F1, or to request a copy of related district policies, contact the Administrative Office at (509) 937-2791.

Prohibition of Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Human Resources Manager, Danielle Tupek at 509-937-2773 or danielle.tupek@valleysd.org.

Complaints Concerning Discrimination and Harassment

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Before filing a complaint, you

may wish to discuss your concerns with your child's teacher, principal or with the district's compliance officers. This is often the fastest way to resolve your concerns.

Compliance Coordinator
(509) 937-2771
Ben.Ferney@valleysd.org

Title IX Liaison
(509) 937-2773
Danielle.Tupek@valleysd.org

Sect. 504/ADA Coordinator
(509) 937-2642
Ken Davis@valleysd.org

Anyone may submit a complaint by email to compliance@valleysd.org; U.S. mail (Valley School District, 3030 Huffman Road, Valley, Washington 99181) or Fax: (509) 937-2691. Filing a complaint involves submitting a written statement within one year from the date of the incident, following this general process until a resolution is reached:

- Step 1: Complaint to the School District
- Step 2: Appeal to the Board of Directors
- Step 3: Complaint to the Office of Superintendent of Public Instruction

For information about district policies concerning nondiscrimination, visit www.valleysd.org or call the district administrative office at (509) 937-2791 to request a hardcopy or translated information. District and school contact information may also be found at www.valleysd.org.

Additional information about your rights and discriminatory complaints may be found on the OSPI website at <http://www.k12.wa.us/Equity/Complaints.aspx>, or by contacting:

Equity & Civil Rights Office
PO Box 47200, Olympia, WA 98504-7200
(360) 725-6162
equity@k12.wa.us
Fax: (360) 664-2967

Pesticide Use

The Valley School District posts notification when pesticides are to be applied on school grounds. The notification of pesticide application will be provided for interested parents and guardians of students and employees at least 48 hours before the application is to take place. The notification of application will be posted in a prominent place at the school. The notification will include the product name of the pesticide(s) to be applied, the intended date and time of application, the location of application, the pest to be controlled, and the name and phone number of a contact person at the school.