



Waldorf Inspired Center for Early Learning

Division of Danner Corporation

Parent Handbook

Disaster Preparedness Handbook

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Licensed by the State of Washington

Hours of Operation are 6:00 am-6:00 pm

Our Mission and Philosophy

The mission of **Little Jack's Corner**, a Waldorf Inspired School for Early Learning is to enrich the quality of family life by providing peace of mind to parents and to enhance the life experiences of the children in our care.

*The philosophy of **Little Jack's Corner** School for Early Learning is based on a set of strong beliefs dedicated to the spiritual and academic development of the holistic child:*

We believe that each child is a unique individual. We are sensitive to a child's social, spiritual, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences. We encourage not just learning, but also the love of learning.

We believe in providing a physical environment that is safe, clean, healthy, and oriented to children. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Activity areas allow children the opportunity to explore, to experience, and most important, to succeed.

We believe that the strength of our program is in the dedication of our teaching staff. Our teachers are trained Early Childhood Development professionals and work to help each child meet age appropriate benchmarks. We support our teachers with training, resources, and freedom to create a unique learning experience for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere to foster each child's creativity and positive self-image.

We believe in a curriculum that is designed to meet the needs of each child while supporting child development. Each child will be assessed within 90 days of enrollment along with an ongoing child profile that will be used going forward to help meet state requirements along with assisting parent conferences held in April and November yearly.

We believe in positive methods of discipline by using every opportunity as a teachable moment. We establish consistent, age appropriate guidelines to help children function in their world. Our programs are designed to develop a sense of independence and responsibility within the children in our program. It's our desire to strengthen each child's own cultural identity, while instilling a respect for themselves, others and their diverse community.

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We believe parents are the most significant adults in a child's life. We strive to create mutual respect between families and educators that benefit the holistic child. We encourage daily communication between parents and staff members. Our doors are open to families at all times.

Little Jack's Corner values the holistic child placed in our care, their families, and our communities. Our goal is to work together to build a strong early learning foundation that sets your child and family up to have a lifetime of success.

Your Child's First Week at Little Jack's Corner

The first few weeks in any new environment can produce anxiety for your child. The School's Director and teachers are sensitive to these feelings. Our staff is trained to be alert and aware of your child's reaction to this new environment and will make every effort to help your child adjust as easily as possible.

These are some things you can do as a parent to help ease the adjustment period:

- Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to their school for early learning.
- If possible, plan and schedule to spend about 20-30 minutes visiting the classroom with your child prior to the first day of attendance.
- Talk with your child positively about their school for early learning and the things they will be doing here.
- If you anticipate a problem in separation, discuss this with our staff and decide in advance what may work for your child. We suggest that after the necessary signing-in and exchange of greetings, say "Good-bye". I will pick you up later. I know you will have a good day," and then leave the school. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out". We want your child to be well informed and have the opportunity to say goodbye to you.
- For younger children especially, it may be helpful to bring a special object from home, such as a stuffed toy or blanket. This may help the child bridge the gap from the familiar to the unfamiliar.
- During the first few weeks, you may feel some apprehension after leaving your child. This is a perfectly natural response. We know how very important your child's well-being is to you. We encourage you to call the school during the day to find out how your child is doing. The School's Director and staff are eager to keep you informed.
- Your family's engagement, communication, and partnership with the Little Jack's family is always encouraged as well as appreciated.
- A readjustment may occur after a long weekend or vacation. Your continuing positive attitude will facilitate any such transitions.

Curriculum Philosophy

We are passionate and dedicated in helping children succeed. We understand that the most critical time of a child's life is from birth to age five. We want to ensure that we support each child academically, emotionally, as well as spiritually.

To promote a more holistic child we are using Creative Curriculum which helps teachers individualize instruction. Our teachers follow the child's lead and track their progress to ensure that they are meeting all their developmental milestones.

Creative Curriculum also helps teachers make sure children are being exposed to all areas of development by encouraging the use of hands on learning opportunities in the following areas, social/emotional, physical, language and cognitive.

By using the same curriculum philosophy for all ages in our program information about a child can be passed along as a child transitions from our infant room all the way into Pre-K. Every child will have a Developmental Portfolio that follows your child through our program.

Our highly qualified teachers facilitate learning in our supportive, intellectually, stimulating environment where children can explore and learn from different interest areas such as dramatic play, science/math area, writing center, music, and art.

Teachers set up these learning centers based on children's needs and interests. Each day we have both structured and unstructured learning activities.

General Policies of Little Jack's Corner

State Licensing Requirements

We believe that licensing and rigid enforcement of standards are in the best interest of the children. Our school complies with applicable licensing regulations and standards. These standards relate to our facility, staff, health, safety procedures, nutrition, teacher child ratios, and record keeping. Our school is subject to inspection by state and city health, fire, and licensing officials.

Enrolling your Child

To enroll your child, you must sign the Tuition Policy Agreement. An Enrollment Record, Certificate of Health and Immunization Record **** it is our policy that all children be fully immunized per CDC recommendations**, and your child's Personal Record (or Intake Form for infants and toddlers) must be completed and returned. Periodically we take photos and video of your child which will require a signed permission form. Additional forms will be required for video/photos, toothbrushing, and transportation. Please read this Parent Handbook/Emergency Preparedness booklet thoroughly, so you will have a clear understanding of our policies and procedures.

Tuition

Invoices will be generated (5) days prior to the new month and are due on the first of the month. We offer several payment options through the Brightwheel app. A tuition schedule will be provided at the time of registration. Any late payment fees will be added to accounts not paid accordingly. A returned check fee will be charged to your account for all insufficient funds checks.

There are childcare subsidies available through King County and the Department of Social and Health Services if you qualify.

Late Child Pickup

Charges will be assessed to parents who leave their children more than 10 hours or beyond the regular closing time. Charges will appear on the following month's invoice.

Operation Hours and Holidays

Little Jack's Corner is open Monday-Friday, 6:00 am-6:00 pm. We are closed for six holidays each year: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Along with these days we will follow the Danner Corporation work schedule for additional days given around holidays. (These change yearly). All holidays will be celebrated in religious ways.

Reporting of Absences

If your child is going to be absent, please notify the school staff. If your child is ill, you should notify us as to the nature of the illness, particularly if it is contagious. Family engagement through communication is always appreciated.

Birthdays

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebration and like to recognize birthdays here at our school, if that is your preference. Please discuss this with the School's Director prior to your child's birthday.

Clothing

We require that all children bring a complete set of extra clothing in case of spills. All clothing needs to be clearly marked with your child's first/last name. We cannot be responsible for unmarked clothing.

Children should come dressed for action! We recommend washable, comfortable play clothes that are easy for the child to manage. Tennis shoes or other soft soled shoes are the safest. (No tie shoes. Shoes must be child friendly to put on/off themselves.)

Personal Belongings

Little Jack's Corner cannot assume responsibility for loss or damage to any personal possessions children bring into the school. It is distressing to children to misplace or lose belongings and sometimes difficult for teachers to identify the owner. Therefore, children are encouraged to leave toys, money, pets, gum, and candy at home. They're simply not allowed. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with the group to school.

However, it is acceptable for a child to bring a clearly identified blanket, special toy, or stuffed animal for rest time. The toys and educational materials at **Little Jack's Corner** are shared by all of the children as part of the learning experience. The school has an ample supply of equipment and materials.

Lost and Found

If your child is missing anything, please inquire in the school's office as soon as possible. It is much easier to return a lost item if it is labeled with the child's name. Remember to label everything. Unclaimed items are given to charity after 90 days.

Disenrolling Your Child

To disenroll, we ask that you provide us with a two-week notice. Please include the reason for disenrolling.

Children with Special Needs

Little Jack's Corner will comply with the Americans with Disabilities Act and applicable federal, state, or local law in providing services to children with disabilities. Our goal is to meet the individual need of

the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff.

Any child may have a special need from time to time. Some children with special needs may have disabilities. **Little Jack's Corner** will make every reasonable effort to meet the special needs of children with disabilities within our school.

We will work closely with parents in this endeavor. Prior to enrollment, our staff will gather information from the child's parents regarding the child's physical, social, emotional, and cognitive abilities in order to assess our ability to meet the child's needs. With the permission of the parents', we will collaborate with community resources, special education experts, as well as well public-school specialists, if available, to ensure we are meeting the child's needs.

Custody and Visitation

Please note any custody or visitation restrictions on your enrollment form. Additionally, please provide to the School Director any documents supporting those restrictions. We will strictly adhere to the instruction provided in such documents. Please provide updated documents as necessary.

Safety and Security at Little Jack's Corner

Arriving at the center

Upon arrival we encourage parents to accompany your child in removing their shoes, washing their hands and seeing them to their classroom. This provides smooth transition and allows you a brief exchange with the teacher to convey information about your child and to learn of the day's plans. Our responsibility begins when you place your child in the care of a **Little Jack's Corner** staff member.

When the center first opens for the day and attendance is low, children are usually gathered in one room before they move on to their respective classrooms. This provides an opportunity to get settled and gives children of different ages a chance to interact.

Sign-In/Out Procedures

Parents are required to sign their child in and out using the electronic I-PAD located in the school's entryway. Individuals picking up children other than parents/guardians must have authorization on file. Identification must be provided. The parent or guardian is the only person who can authorize the school to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up the child in case of an emergency. This authorization is given on the enrollment form and should be periodically updated in writing. All information on your child is confidential and will not be shared without parent/guardian consent. **Little Jack's Corner** will ask for proper identification before releasing a child to someone other than his\her custodial parent or legal guardian. A photo ID is required.

If either parent wishes to place restrictions on the other parent's rights to pick up a child, **Little Jack's Corner** requires the enrolling parent who has custody and/or visitation rights to submit a copy of court orders or other legal documentation regarding the child custody and /or visitation rights. This information will be kept in the child's file and we will abide by all legally authorized restrictions. **Under no circumstances will children be allowed to leave the school unsupervised.**

Emergency Procedures

Little Jacks Corner has written policies and procedures for dealing with emergencies. We periodically schedule, carry out, and document emergency drills. The school has developed an emergency evacuation system designed to meet the individual needs of each classroom. Evacuation plans are posted in each classroom.

Emergency Notification File

Emergency information is kept on file in the school office. In case of illness or injury, the information files are used to notify and advise you or the person[s] designated by you of the child's status. It is extremely important that the information be kept current with correct phone numbers.

If the following information should change at any time, please notify us so we can better serve you and your child:

- Phone numbers where you can be reached during the day.
- Address at home.
- Names of authorized persons to contact in case of an illness or injury.
- Names of all persons authorized to pick up your child.

Student Accidents

If your child is injured at school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and /or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. The authorization for emergency treatment on Enrollment Record must be signed when you enroll.

We are covered by accident insurance and will follow the procedures of the Danner Corporation.

Health and Nutrition

Medical Requirements

We adhere to state regulations regarding immunization records for your designated staff member at the school. Immunization records must be provided upon enrollment. Infant, toddler, and preschooler immunization records must be kept current. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots.

Medication

Our primary concern when administering medication is the safety and health of every child. We have detailed procedures in place to ensure that your child receives the proper dosage of medication. All medications (both prescription and over the counter) must be signed in daily on our medication form. All medications are stored in a locked area inaccessible to children. Medication will be administered by one designated staff member at the school. The administration of medication will always be witnessed by another staff member and recorded by our staff on the medication form. We cannot administer any medication that has expired. We will refrigerate those medications that require it.

We recommend that you ask your child's physician to prescribe a 12-hour dose of medications when appropriate. This will allow you to control the administration of medications at all times.

Prescription Medication

Little Jack's Corner will administer prescription medication as directed by a licensed physician or dentist. Written permission must be secured from the child's parent or guardian and physician for any prescription medication to be administered. Medication must be presented in its original container with a label attached bearing the child's name, current date, time, and dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused portions will be returned to the parent at the end of each day. An individual medication form must be filled out for each prescription medication and signed by the parent or legal guardian.

Over-the-Counter Medication

We believe that over-the-counter medicines should be treated with the same caution as prescription drugs. Oral over-the-counter medications such as aspirin, ibuprofen, and cough medicine can be administered only with the written permission of the child's parent or guardian. Medication must be presented in its original container and have a label with the child's name, current date, time and dose to be given, number of days to be administered and the doctor's or dentist's name.

Be sure to ask for written instructions during visits to the doctor for all over-the-counter medications prescribed. We recommend that you ask your doctor to call the pharmacist for a prescription label with instructions for any over-the-counter medications he/she recommends.

Parents may come to the school and administer over-the-counter medication to their child or may give written authorization for the emergency contact person{s} listed on the enrollment form to administer over-the-counter medication to the child. It is required that the parent or person administering the medication sign a medication form documenting the name of the medicine, dosage, date, time, and who administered the medicine.

Topical applications, such as diaper rash ointment, petroleum jelly, sunscreen lotion (non-spray), and insect repellent, can be administered with the parent's written consent. We will follow directions provided on the manufacturer's label. All containers should be clearly labeled with the child's name.

Medication for Allergies or Chronic Illness

If your child requires medication for life threatening conditions such as allergies, bee stings, etc., the prescription can be kept at the school and administered when necessary for as long as the child is enrolled. An authorization form must be signed by the parent and physician. Expired medication will be returned to the parent.

Medication in Emergency Situations

All staff members are trained in CPR and are certified in first aid. In all situations, we will follow instructions of the poison control center or physician when providing first aid procedures and/or administering medications.

Illness

Children who are ill with a contagious disease or fever may not attend the school. If your child becomes ill while attending school, we will call and message you on the Brightwheel app.

The School's Director will determine if a child is too ill to remain at school. Any child experiencing the following symptoms will be sent home.

- A fever of 100.4 degrees or higher
- Contagious skin or eye infection
- Diarrhea (2 loose/watery stools)
- Vomiting (2 or more times)
- Profuse bodily discharge of any kind

If your child is sent home because of illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to school.

State law requires that we notify parents of children who become exposed to certain contagious diseases. A notice will be posted on the communication center.

If your child should become infected with a contagious disease, please notify the school immediately so the Center Director can notify families of other children who may have been exposed to the contagious disease.

It is our policy that each child goes outside daily. Fresh air is invigorating and does not cause illness, germs do. Active play often helps to clear clogged lungs and sinuses and to raise a child's spirits. A child who is too sick to participate in outdoor activities should maybe be home rather than at school.

Biting

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

When a child does bite, the following procedure will occur:

- The child receiving the bite will be comforted and the area cleaned to prevent infection. An incident report will be filled out and the child's parent notified.
- The biting child will be redirected to appropriate activities. His or her parent will be notified, and the incident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration and aid for the child's parents to determine ways to redirect the behavior. The child will be closely supervised. The identity of the child will be kept confidential.
- Most children stop biting soon after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the school, either for a short period or permanently.

Toileting

When your child is enrolled, we ask that you complete a Child's Personal Record and inform us of your child's toilet habits. If your child is not yet toilet-trained, you need to supply us with disposable diapers. Parents are often anxious for their child to begin toilet training. Close and frequent communication is promoted between parents and teachers in order to keep the child's developmental needs as a primary concern. When you feel that your child is ready to be toilet trained, please discuss this with us. We will work with you to train your child.

Cleanliness

Our school is designed to be easily cleaned and maintained at high standards of sanitation. We are thoroughly cleaned on a daily basis. Air filters are cleaned monthly. Preventive pest control is conducted. Our staff cleans and disinfects changing tables after each diaper change. All toys and equipment are disinfected on a regular schedule.

Reporting of Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

Rest Time

All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly or engage in quiet activities, allowing those who need to sleep the opportunity to do so. Children will be provided a blanket and mat for rest time. Infants will sleep in a crib.

Infant and Toddler Care

Infants and toddlers need extra attention and care. They dictate their own schedule. While in the infant and toddler rooms these are some things you can expect:

- Infants over the age of 8 weeks must sleep in a sleep sack (arms free) sleeper provided by the parents. Only infants under the age of 8 weeks may-be swaddled. Blankets are not allowed in the infant room.
- Infants are always placed on their backs unless they can roll over from side to side.
- Diaper changes will happen every two hours unless needed sooner.
- Parents are to provide ample supply of diapers, wipes and appropriate clothing for each season.
- Parents will provide breast milk, formula, baby food and cereal as needed or until 12 months of age.
- Thawed out breast milk will be sent home at the end of each day or labeled "do not use" and sent home.
- Formula will be thrown out after an hour of not being consumed by the infant.
- Parents provide a blanket for rest period for their toddler. Toddlers are provided a mat to lay on.

- When your family and child are ready to begin toilet, training let us know so we can support your child in the process. They will need to bring several pairs of pants, underwear, socks, shirts and an extra pair of shoes. We want to make this experience as positive and successful as possible.

Preschool Programs

Parents will be expected to provide appropriate seasonal attire

- Spring/rain boots and Winter/snow boots
- Blanket for resting
- 2 extra changes of clothing

Laundry will be done on site unless specified other. Transportation permission slips will be required for all children to be transported from the main location to the satellite location. Kindergarten information

will be provided prior to your preschooler transitioning out of our program. We honor our Pre-K graduates at the end of the year with a special ceremony.

Food and Nutrition

Little Jack's Corner will provide breakfast, snack, and lunch for children that spend the day with us. These meals meet state USDA requirements.

All meals are served in the classroom, and teachers eat with the children. During this time, we teach children the fundamentals of good nutrition and sound eating habits. You are encouraged to enjoy lunch with your child anytime. We ask that you tell the School Director so you may be included in lunch plans.

Positive Progressive Guidance {Discipline}

Little Jack's Corner believes that all children should experience success. We strive for a classroom setting that provides children with opportunities to explore their environments within consistent, age appropriate limits. In this atmosphere, most behavioral issues are prevented.

However, if behavioral issues occur, our philosophy is to help children learn human values and problem-solving skills and take responsibility for their choices. **Little Jack's Corner** uses the positive guidance techniques.

1. Ignoring: Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless safety is involved.
2. Redirection-Distraction: We offer alternatives to children in undesirable behavior by presenting a different toy, suggesting a new activity with a teacher or another child, or encouraging independent play.
3. Verbal Intervention: The teacher explains to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation with words.
4. Logical Consequences: The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child engaged in.
5. Take a break: The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to activities and will be supervised while in "Take a Break". The child may return to the group as soon as the negative behavior stops or is significantly reduced. If this occurs two or more times in one day the child's parent will be notified.

If these positive techniques are not working effectively and inappropriate behavior persists, **Little Jack's Corner** will use the following progressive procedures:

1. We will observe and record the child's inappropriate behavior and what we have done to try to change the behavior.
2. Parents will be asked to participate in a parent teacher conference in which a specific action plan will be developed to address the behavior. The action plan will outline all steps the staff will take to try to change the behavior, all steps the parent will take, and the steps toward disenrollment if the behavior persists.
3. Our staff may suggest outside resources to parents and will work with any outside resources for further guidance in responding to the child's behavior.

4. If the inappropriate behavior continues, the parent will be asked to keep the child home for a day or two.

If the behavior continues after the child is kept home on one or several occasions, **Little Jack's Corner** will request that the parent disenroll the child.

Little Jack's Corner may disenroll immediately any child whose behavior creates a significant risk of harm to the health or safety of the other children or staff, without following the guidance steps outlined above.

The education offered at Little Jack's Corner is based on a specific curriculum. The curriculum embraces many learning modalities and styles. However, it is not intended to accommodate children who have special needs. Although the substance, cultural content, creative, social and emotional health of the classroom may provide positive experiences for some children with special needs. Little Jack's Corner neither has the services nor trained personnel required to meet the needs of the child with special needs. We will be more the happy to suggest and facilitate proper testing and evaluations provided by the DCYF.

Restraint Policy

At Little Jack's Corner if a child becomes threatening to themselves or others and we've exhausted all other options we may:

- Hold a child gently in place
- Limit the time needed to control the situation
- Be developmentally appropriate
- Will be performed by trained teachers in a restraint technique.
- Documentation will be made following any type of restraint.

We will development a written plan with child's primary care/mental health provider and with parents/guardians regarding underlining issues.

Little Jack's Corner Expulsion Policy

Little Jack's Corner may dis-enroll immediately any child:

Whose behavior creates a significant risk of harm to the health/safety of themselves, other children or staff members.

- If we cannot reduce or eliminate the safety concern through reasonable adjustments in our program. If a child is expelled we will:
- Review our expulsion policy with the parent or guardian
- Provide a record about expulsion and the steps taken to avoid expulsion that include the date, time, early learning program staff involved, and the details of each incident that led to expulsion.
- Provide resources within the community that may benefit the child.

We will report to the department of DCYF when your child has been expelled and will include the following information:

- Your child's age, race, ethnicity, gender, the reason for expulsion and the resources we provided the parent/guardian.

Little Jack's Corner does not permit the following forms of discipline: corporal punishment; punishing a child for lapse in toilet training habits, withhold food, light, warmth, clothing, or medical care; ridicule, embarrassment, or humiliate, and physical restraint, other than the restraint necessary to protect a child or others from harm.

Special Needs

The education offered at Little Jack's Corner is based on a specific curriculum. The curriculum embraces many learning modalities and styles. However, it is not intended to accommodate children who have special needs. Although the substance, cultural content, creative, social and emotional health of the classroom may provide positive experiences for some children with special needs. Little Jack's Corner neither has the services nor trained personnel required to meet the needs of the child with special needs. We will be more the happy to suggest and facilitate proper testing and evaluations provided by the DCYF.

Family Involvement and Communication

Parents are Always Welcome

We believe parents are most significant adults in a child's life. We do everything possible to ensure parents' involvement in our programs.

Developing methods for keeping communication flowing freely is an important part of each staff member's responsibility. Your input is important to us. Please feel free to discuss any concerns you may have with the Center Director at any time. Other staff members with responsibility for the center, are also available to speak with you.

Please consult with the Center Director or your child's teacher should any problems arise concerning your child, whether at home or at school. We encourage you attend parent's night out, parent teacher conferences, volunteer weekends, and summer play events.

Parents are always welcome at **Little Jack's Corner**. We encourage you to visit unannounced, at any time. Stop in, visit your child, have lunch, or join in our activities.

Be a Part of the Learning Process

We encourage you to get involved in your child's learning and development. Your child is exposed to lots of new learning activities at **Little Jack's Corner**. Talk to your child about what fun things he/she did in the center and find ways to extend these activities at home. Perhaps your child enjoys a certain book at the center, which you could get from the library and read out loud. Art might be a favorite activity; you could buy some materials and provide an art time at home.

If Your Child is Upset...

If your child has an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child work out difficulties through play, art, or sympathetic conversation. Your total child's total development is important to us all.

Parent Conferences

We schedule parent teacher conferences two times a year. This will give you the opportunity to discuss your child's program, progress, and concerns you may have. We encourage you to schedule conferences whenever you desire.

Transitions

As children grow through our program they will experience transitions from one classroom to another, they will also have a change in providers. The children will be introduced to the new classroom and are given a trial period of one week. If the child is unable to handle the change they will be allowed to return to their original classroom until ready for the change. All transitions are discussed with parents prior to any changes. Transitions to Kindergarten can be harder on children since they will be leaving and going to a new facility and new providers. Kindergarten information is available upon request and can also be found on the website of the school your child will be attending. Our local schools offer a kindergarten roundup where families may visit the school, meet the teachers and administration and receive additional information on the kindergarten programs.

Lesson Plans

The teacher in each classroom will post weekly lesson plans that provide information on activities.

“What We Did Today”

The lead teacher in each classroom will update the Brightwheel app with the group’s activities, meals, rest periods and diaper changes (if applicable), for each day. A brief explanation of why these activities were chosen may also be included. This provides a convenient, quick means for you to be informed of your child’s daily activities and can promote a conversation with your child on the way home.

Parents/guardians will fill out a photo/video release form that gives us permission to document your child through photography, video and surveillance. Photos and video maybe upload onto Brightwheel, within our school and Little Jack’s Corner events on our Facebook page (ex: Mother’s Day Tea, Donuts with Dad, Trike a Thon, etc.). Our Facebook page is private and followers are past and present families of Little Jack’s Corner. We invite you to follow us!

Programs Activities and Routines

Little Jack’s Corner is not only a service to the parents, but also a service to the children. The environment consists of:

- *Staff working closely with the child and observing them closely
- *Stimulating, challenging activities throughout the day
- *Offered dual language experiences
- *Children making choices
- *Problem solving
- *Taking care of self

Little Jacks Corner is a place where young children can grow, learn and explore in an environment that invites each child to learn through discovery. The programs are designed to enrich your child’s day by providing age appropriate, developmentally based activities that focus on the world around them. Outdoor activities are planned daily, the older the child, the more time is required outdoors. Infants may spend only a few minutes outside in the sunshine. Toddlers and preschoolers should spend at least 15 minutes outside even during inclement weather; this enables the children to engage in large motor activities.

Prohibited Substances

It is prohibited for any person or persons from using, consuming, or being under the influence of cannabis of any form, smoking, vaping, drinking or being under the influence of alcohol on Little Jack’s premises during business and nonbusiness hours.

Safety Requirements

Here at Little Jack's Corner we place the health and safety of all our children, families and staff at the highest regard. Safety measures have been put into place and we are continually assessing the environment for any risk factors. Surveillance cameras are located outside of the school to provide the staff assistance during a lock down. We do not permit open carry of firearms, guns, weapons or ammunition. Brightwheel is also another tool we use to assist us during an emergency to stay in touch with families and staff from Danner Corporation.

Policy Changes

The Parent Handbook is designed to promote an understanding of the program offered at **Little Jack's Corner** and foster a spirit of cooperation between parents and staff. While the Handbook describes the current program's policies and procedures at **Little Jack's Corner**, the childcare business is a complex and ever changing industry. There may be times when the center may have to make changes due to regulations passed by State and Local Health officials. **Little Jack's Corner** reserves the right to change policies and procedures at any time.

Non-Discrimination Policy

It is the policy of **Little Jack's Corner** that no person shall be subject to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled Vietnam Era Veteran status, or the presence of any physical, mental, or sensory handicap.

This policy is consistent with Titles VI and VII of the 1964 Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; the Governor's Executive Order 85-09; and the Washington State Laws Against Discrimination, RCW 49.60.

This policy applies to every aspect of the center's programs, practices, policies, and activities, including client services and employment practices.

Disaster Preparedness

Earthquake Procedures

Fire Evacuation Procedures

Lockdown/Shelter in Place Procedures

Dear LJC Parents,
October 13, 2020

In times like these, it's only natural to be concerned about the safety of your family, especially your children. We have a disaster plan in place to help keep your children safe in case of a disaster. It is now time to once again review our plan with all of our families.

We have made a change to our contact person, who is now out of state and would not be a part of a local disaster.

Our emergency plans include procedures to incidents like fire, earthquakes, intruders, and chemical spills. Part of this plan includes keeping all of the children in the school not allowing anyone to enter or leave the school. Of late, this type of procedure has come to be known as "shelter in place". Keeping the children and staff inside the school in the event of a potential exposure to a dangerous chemical.

Here's how it works: If a dangerous chemical is released in the community (as a result of a break in a natural gas pipeline or a hazardous material spill or traffic accident) posing a threat to students during the school day, we would be directed by public health or safety officials to keep all children in school. All heating and ventilation would be shut down. All doors and windows would be closed and secured. The resulting neutral atmospheric pressure would form a barrier and help keep chemical agents from leaking into the building. This approach has been proven to be safer than evacuating children into a contaminated environment.

During a chemical incident our facility would be secured. On the advice of local emergency personnel, no one would be allowed in or out of the building until authorities give the all clear. While we protect the children in our school, we recognize that, for their own safety, parents and community members in the affected areas would be sheltered in their homes as well as work.

Should we have to evacuate our building, each teacher is in charge of accounting for their students and meeting in the designated area. Emergency and medical information cards for each of the children are located off site, at my home, and in Minnesota, Dave Tuchscherer phone # 612-867-8456 as well as a part of our Emergency Preparedness Kit and will be used to inform parents and or emergency contact persons of our situation. In the event that we need to evacuate the property, all of the children will be transported to my home. The address is **1224 57th Dr. SE, Auburn**. The location is at the top of the hill. (Lakeland Hills).

Thank you for your cooperation. You play an essential role in our efforts to keep the children safe. Any questions or concerns please feel free to call or talk to me on site.

Sincerely,
Irene Danner

STAFF/TEACHER RESPONSIBILITY

1. Guide students to follow proper evacuation procedures step-by-step and actually, walk them through a practice drill so they will know what to do, how, and where to go when evacuating the building.
2. Put class list in classroom emergency kit.
3. Take the “Daily Sign-In Log” upon exiting the building.
4. Upon hearing the alarm, instruct children to be **QUIET. Close the**
5. **windows.** Have all children **EXIT AS A GROUP** as quickly as possible.
6. **Check your buddy classroom** to ensure that they can exit, or to see if they
7. need immediate help.
8. **TAKE THE CLASSROOM EMERGENCY KIT WITH YOU!**
9. Close, but **DO NOT lock**, doors.
10. **LEAD YOUR CLASS OUT** via your safest/primary evacuation route.
11. Check on your buddy classroom. If possible, have one teacher lead and one follow.
12. Keep all students with you as you go to the emergency site.
13. **CHECK ATTENDANCE IMMEDIATELY** using the “Daily Sign-In Log”, Note missing people or problems.
14. **If you are not directly supervising children help out another classroom.**
15. Report to classroom only after all- clear signal is given.

CLASSROOM EMERGENCY FIRST AID KIT

- *Student Emergency & Medical Information
- *Basic First Aid Kit with Instruction Booklet
- *Extra Gauze Bandages & Tape
- *Ace Bandage
- *Rubber Gloves
- *5 Emergency Blankets
- *Portable Radio & Batteries
- *Flashlight with Batteries
- *Paper, Note Pads, & Pens
- *Extra Snacks

EARTHQUAKE PROCEDURES

1. Drop, cover, and hold. Wait (in this position) until shaking stops. Move away from glass and/or unstable structures or materials.
2. Close windows and doors (do not lock).
3. Quickly check with your buddy classroom.
4. Take classroom emergency kit when exiting the building.
5. Carefully evacuate building and more to evacuation zone.
6. Check attendance immediately (sign in log/Brightwheel app).
7. Report any problem:
 - Injuries
 - Missing Child

- Extra Person
 - Damage
 - Etc.
8. Wait for instructions:
- All clear signal to reenter the building

FIRE EVACUATION PROCEDURES

1. Children remain quiet.
2. Close windows and doors (do not lock)
3. Check with your buddy teacher or other staff member.
4. Take classroom emergency kit.
5. Carefully evacuate building and move to evacuation zone.
6. Check attendance immediately (sign in log)
7. Report any problem:
 - Injuries
 - Missing Child
 - Extra Person
 - Damage
 - Etc.
8. Wait for instructions:
 - All clear signal to reenter the building

LOCK DOWN PROCEDURES

1. If the children are outside:
 - Ring the (5) dinner bells located throughout the school grounds
 - Begin gathering the children at one of the gate entrances and escort them inside the school building
 - Check attendance immediately (sign in log/Brightwheel app).
 - Quickly check with you buddy classroom.
2. If and when children are inside the school building:
 - Check attendance immediately (sign in log/Brightwheel app).
 - Quickly check with you buddy classroom.
 - Lock ALL windows and doors
 - Cover (blackout) ALL windows/doors to the outside
 - Carefully and quietly evaluate the situation
 - Notify the authorities, message the Danner emergency contacts, message/contact families of a partial/full lock down
 - **NO ONE will be permitted to enter or leave the school during the lock down**
 - Surveillance outside the school will be active
 - Children will shelter in place quietly and safely until lock down has been lifted.
 - Families will be notified immediately following the conformation from our state, city, or Ilalko Elementary that the environment is safe, secure, and lock down is advised to be lifted.

DISASTER PREPAREDNESS KIT INVENTORY LIST

- *3 Gallons of Water
- *Flash light & Batteries (Batteries are installed backwards for extended life)
- *Rubber Gloves
- *Duct Tape
- *Caution Tape
- *Goggles
- *Face Masks
- *Baby Wipes
- *Paper Towels
- *Tissues
- *Toilet Paper
- *2 Whistles
- *Rope
- *Garbage Bags
- *10 Candles and Matches
- *Writing Paper
- *Markers
- *Ziploc (Gallon Size)
- *Extra Batteries
- *10 Story Books
- *25 Breakfast Bars
- *50 Graham Cookie Snacks
- *6 Cans of Fruit w/pop tops
- *Unsalted Peanuts
- *3 Small Regular Blankets
- *Diapers
- *Simple First Aid Kit (4)

Emergency Phone Numbers

Fire 911
Police 911

Danner Corporation 253-833-5333

Little Jack's Corner 253-218-0646

Irene Danner Home: 253-939-9422

Cell: 253-261-2273

Kim Blow Cell: 206-419-7436

Emergency Danner Contact Numbers

Jack Danner Cell: 253-350-0377
CEO

Nick Chae Cell: 206-234-8212
COO

Ted Straub Cell: 253-350-3020
CFO ***Home:*** 253-833-7637

Ilalko Elementary: 253-931-4748

Danner Corporation

Little Jack's Corner *Plant I*
307 Oravetz PL SE
Auburn, 98092

Satellite Location/Pre-K

4329 Ast SE Suite D
Auburn, 98092