



5910 Evergreen Way
Everett, WA 98203
425-212-3255

Parent Handbook 2021-2022

A Hope Works Enterprise

Open Monday – Friday
6:30 AM – 6:00 PM

Tomorrowshopecenter.org
hopewrks.org
Housinghope.org



Proudly Participating in Early Achievers

Table of Contents

Information	Page Number
Introduction	
Organizational Structure	
License/Partners	3
Enrollment and Admissions Requirements	3
Fees and Payment Plan	3-4
Hours and Days of Operation	4-5
Program	
Curriculum Philosophy	5
Dropping Off and Picking Up	5
Field Trips and Transportation	5-6
Daily Schedule / School Age Children	6
Meals and Snacks	7-8
Our Staff	9
Parent Involvement	9-10
Visiting Nurse/Immunizations	10
What to Keep At Home	10
Non-Discrimination Policy	10
Communication	
Closures - Snow and/or Icy Conditions	10-11
Families	11
Issues, Concerns, or Feedback	11
Parent/Family Resources	11
Transitions	11
Policies	
Attendance Policy	12
Cell Phone Policy	12
Child Abuse Reporting	12
Clothing Policy	12
Diapering and Toilet Training Policy	13
Discipline Policy	13-14
Disaster Policy	14
Drug/Alcohol/Smoke-Free Environment	14
Hand Washing Policy	14
Injuries	14
Medical and Health Policy	15
Medical Forms	15
Allergy Policy	15
Illness Policy	15
Medication Policy	16
Medical Emergencies	16
Social Media Policy	16
Sunscreen Policy	17
Termination of Services	17-18

INFORMATION

Introduction

Tomorrow's Hope Parent Handbook contains information on policies, procedures and practices of our program. We are pleased that you have placed your child/children in our care. If you have any questions or concerns regarding this packet please contact the center at 425.212.3255.

Organizational Structure

Tomorrow's Hope is an enterprise of Hope Works, which is incorporated in the State of Washington. We are located at 5910 Evergreen Way, Everett, Washington 98203.

License/Partners

Tomorrow's Hope is licensed by Washington State to serve 112 children between the ages of one month and twelve years.

We partner with the United States Department of Agriculture (USDA) Food Program, Head Start Program, Everett School District, Community Health Center, Babies of Homelessness, and Child Strive.

Enrollment and Admissions Requirements

Children from the ages of one month to twelve years may attend Tomorrow's Hope Child Development Center. We offer care for homeless, Working Connections Child Care (DSHS), and private pay families. We expect that all registered children will attend Tomorrow's Hope Child Development Center on a scheduled, routinely basis. It is the responsibility of the parent/legal guardian to notify the office when their child/ren will not be attending. When Everett Public Schools are not in session, school-age children are able to attend on a full-time basis. Tomorrow's Hope accepts children according to space and client priority. All enrollment forms must be completed and turned in 2 business days before the child can attend. Tomorrow's Hope must have completed Center paperwork which includes, enrollment paperwork, immunization records or personal exemption, ASQ questionnaire's and parent releases on file before the child/children's first day of attendance. If children are enrolled in Head Start or ECEAP, additional paperwork must be completed prior to attendance. We encourage families to visit the Center and classrooms before the first day of attendance. If you'd like to schedule a tour, contact our registrar at 425 347 6556 ext. 247.

Fees and Payment Plan

Bills are mailed out at the end of each month for the following month. As outlined in the childcare subsidy guidebook, DSHS covers a maximum of 10 hours of care per day for full time authorizations. If your daily activities require your child/ren to be at the Center for more than 10 hours you must submit your request to DSHS for pre-approval as there will be an extra charge. (Please see below for more information.)

In the event that care is not authorized through DSHS, you will have the option to privately pay for childcare. The private pay rates are listed below. All payments and co-payments are due by the 5th of every month.

Each year in September, you will be charged an enrollment fee of \$50.00. If your childcare is paid through DSHS, they cover this enrollment fee. There are no exceptions to this fee.

Late Pick-Up Fee

- You will be charged a late pick-up fee of \$15 per hour per child over your 10 hour maximum. You will need to pay this amount before your child returns to Tomorrow's Hope. If being late is work related, contact Working Connections. You will need to submit your paperwork to them within 10 days of being late to pick-up your child. Once you have been approved by Working Connections and you show us the paperwork, you will receive a credit on your account.
- The Center closes promptly at 6:00 p.m. A late fee of \$25 is charged for the first 10 minutes after the Center is closed per child from 6:01-6:10 p.m., and after that the fee is \$1.50 per minute per child. The late fee must be paid before the child/ren may return.

Private Pay

Childcare rates are based on a monthly fee.

- We offer a ten percent discount off the oldest child's fee for families with multiple children.
- We offer two one-week consecutive vacations during the year. The request must be in writing and the monthly rate will be prorated.
- The monthly rate will be prorated if a child/ren need to leave under the following conditions:
 1. The child is unable to continue due to illness, accident, family move, or some other family hardship.
 2. The family has a legitimate service delivery issue with Tomorrow's Hope programming and/or staff person (legitimacy of the family's concern will be according to administrative assessment of the situation).

Refund procedures are as follows:

1. Families wishing a refund must provide two weeks' written notice to the Tomorrow's Hope Director, stating their intention to discontinue childcare.
2. Requests for refunds must state the beginning and ending dates of the two-week period, as well as the reasons(s) for the discontinuation.
3. The cost of care during the two-week notice period is not eligible for a refund.
4. Only the portion of the calendar month that remains after the two-week period has expired is eligible for a refund.
5. Refunds will be provided on a strict prorated basis. No exceptions.
6. Refunds will not be granted to meet family convenience.

Hours and Days of Operation

Tomorrow's Hope is open Monday through Friday from 6:30 a.m. to 6:00 p.m.

We close the center 4 days throughout the year for teacher in service training days. These are posted on your annual calendar.

We are closed on the following holidays:

New Year's Day	Martin Luther King Jr. Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving plus the following Friday	Christmas Eve
Christmas Day		

We are also closed the Friday before Labor Day plus 3 days throughout the year for staff to have professional learning time. In addition there will be days the center will close early for staff events. These dates will be shared with you in a timely manner prior to the closure.

If your child has a medical appointment or there is an emergency, please notify Tomorrow's Hope. School-age children will not be accepted during school hours unless school is not in session.

PROGRAM

Curriculum Philosophy

We believe that early learning covers all areas of a child's learning and development. Nurturing the whole child is essential in preparing all children for success in school and in life. Our complete curriculum philosophy statement is available in the office.

Dropping Off and Picking Up

We require your child to be here no later than 9:00 AM. This ensures a consistent schedule for your child, and prepares your child to eat breakfast with the other kids. Please bring your child into the classroom and make sure the teacher knows you have arrived. It would help us if you assist them in hanging up their coat and washing their hands before joining the classroom activities and telling them goodbye.

Parents or an authorized person must sign the child in and out using our Procure system. Per state licensing requirements, all children must be signed in and out electronically. If you need assistance please see the office for help.

When you pick up your child, talk to the teacher's about your child's day and check his/her cubby for artwork, notes or clothing.

Tomorrow's Hope will not release a child to parents or any other person who is under the influence of drugs or alcohol. Staff will dial 911 and/or call Child Protective Services (CPS).

If the child is being picked up by anyone other than the expected parent or if there is a change in his/her schedule for the day, please be sure that the teacher is informed of the change in writing. Children will not be dismissed to any person who does not have permission to pick them up. Siblings eighteen years of age or older can pick-up or drop-off a child from the Center or the van only if their name is included on the consent and authorization form in the Registration Packet. Picture identification is required when an authorized but unfamiliar person is picking up a child.

Field Trips and Transportation

Field trips are planned in conjunction with the curriculum to offer hands-on experiences for your child. Information will be provided in advance. Parents/guardians must sign a release for each field trip. Children without signed field trip forms will not receive care that day. Parents are encouraged to attend field trips with their child and take part in their learning.

Tomorrow's Hope vans will pick-up children from partner housing agencies or the schools we serve, on a scheduled van run. The vans will provide transportation to and from the following elementary schools: Madison, Jackson and View Ridge. Lowell Elementary transports their students to and from our center, also. You must arrange this with the district transportation.

All passengers are required to wear proper restraint devices when riding in the vans (seatbelts, car seats, boosters). All drivers have a current Washington State Driver's License, a driver's background check, van driving training, and insurance coverage by the agency.

The rules are the same in the van as in a school bus. If a child has a problem in the van, we will inform the parent in writing. If the behavior is a safety issue, the child may be exited off the van for a period of time.

When the road conditions are hazardous due to weather, the van run will be cancelled by 8:00 a.m. and will be cancelled for the day. If Everett Public Schools cancels school, we will not run vans. We will run vans when school is running late.

Daily Schedule

Tomorrow's Hope Child Development Center opens at 6:30 a.m. with open-ended exploration and guided play. Breakfast is served at 9:00 a.m. After breakfast, our core program begins for all classrooms. While each Lead Teacher structures the day to best reflect the rhythm of the individual class community, every classroom will incorporate:

- Free play (art, dramatic play, sensory play, literacy, music, science)
- Individual, small group, or large group activities
- Gross and fine motor skills
- Outdoor play and exploration

Lunch is served between 11:00 a.m. and 12:15 p.m., depending on the age of the child. Supervised quiet or nap time is regularly scheduled after lunch. If a child is not tired, we will provide them with a quiet activity that can be done at their cot, or at the tables with a teacher.

Afterwards there is afternoon snack, outside play, exploration and more structured free play.

Evening snack will be served at 5:15 p.m. followed by more open-ended play.

All rooms have weekly curriculum plans which are posted on their bulletin board in the classroom. We focus on learning through play and empowering children to learn through child-directed activities.

All rooms have a daily routine of activities that help children ease into different transitions throughout the day.

School-Age Children

During the regular school day, children have breakfast and then go off to school. In the afternoon they have a snack and then settle down to do homework or other quiet learning activities. Children then have structured activities, or free play. Depending on when children are picked-up, evening snack will be provided.

During half-days, the schedule is similar. However, they have a longer period of structured free play, and a scheduled outside time from 12:45-2:30 PM.

On non-school days, children have breakfast followed by either a teacher-directed activity and/or structured free play. Lunch is served at 12:15 p.m, and is followed by a quiet period. Afterwards, the children go outside from 12:45-2:30 p.m. Afternoon snack is served at 3:00 p.m, and evening snack is at 5:15 p.m.

Meals and Snacks

We provide breakfast, lunch, afternoon snack, and evening snack. All food is reimbursed to us by the United States Department of Agriculture (USDA). All meals and snacks we provide will be nutritious and healthful. Meals are served family-style with staff sitting at each table to offer assistance, and to promote healthy attitudes about food and mealtimes. Children are encouraged to try new foods, but are not forced to eat foods.

The Child and Adult Care Food Program (CACFP) provides federal funds to nonresidential child care and adult care facilities to serve nutritious meals and snacks. The goal is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits.

Nondiscrimination Statement: *This institution is an equal opportunity provider.*

Special Dietary Needs (CACFP)

USDA Child Nutrition Programs support access to healthy meals to all participants, including participants with disabilities who have special dietary needs. Under the law, a disability is an impairment which substantially limits a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences.

Reasonable modifications to meal(s) will be reviewed on a case-by-case basis to accommodate disabilities which restrict a participant's diet. Specific brands or accommodations which fundamentally alter the program will not necessarily be accommodated. The request for meal modification must include:

- Food(s) to be omitted/avoided from the participant's diet
- How the ingestion of the food impacts the participant
- Food(s) to be substituted

Requests for meal modification must be signed by a State-recognized medical authority, a licensed health care professional authorized to write medical prescriptions in Washington:

- Medical Doctor (MD)
- Doctor of Osteopathy (DO)
- Physician's Assistant (PA) with prescriptive authority
- Naturopathic Physician
- Advanced Registered Nurse Practitioner (ARNP)

Sugar treats and juices will be limited. Breakfast is served at 9:00 a.m., lunch between 11:00 a.m. and 12:15 p.m., snacks beginning at 2:00 p.m., and evening snack at 5:15 p.m. A weekly menu is posted in each classroom, you're more than welcome to receive a copy if you wish each week.

For school-age children, during school days, breakfast will be served before transportation to school, and a snack is served upon release from school. If children are still present during evening snack, that will be provided to them.

Meal times offer meaningful "teachable moments." We practice social skills such as passing plates, saying "please" and "thank-you" and listening while others are talking. This is a great time to discuss our day, and encourage language.

Any allergies should be noted on the registration form and discussed with the Community Meals Manager. We have all allergies posted in each classroom. If your child has a food allergy that is life threatening and uses an Epi-Pen for emergencies, we request that you provide one to stay at the Center along with a doctor's note or prescription. We will provide substitutions for meeting your child's needs at all meal and snack times. Nut allergies are a growing concern for children. To avoid the possibility of a life threatening reaction to peanuts, tree nuts, nut oils and foods containing nuts, **Tomorrow's Hope has created a nut-free zone.**

Special food requests for religious and/or cultural beliefs can be accommodated. If this poses a hardship for the kitchen to accommodate substitutions, we may request that the parent/guardian provide the special food items.

Birthdays are important to all of us. We are delighted to celebrate your child's birthday after snack time. If you plan to bring something for your child's birthday, it needs to be store-bought. Remember we are nut-free. Please check with your child's teachers to find out what allergies children have. We want to make sure the snack you provide is safe for all children.

Our Staff

Every classroom has a Lead Teacher, and an Assistant Teacher. In addition, we have a School Psychologist, a full-time Mental Health Specialist, an Infant Nurse Consultant who visits us once a month, a Nurse Practitioner through Community Health Center who is on site weekly, and a Child and Family Specialist who works with Tomorrow's Hope families and children.

Our nutrition team consist of a Kitchen Manager, Production Lead, and a Production Assistant. Our management team has a Program Supervisor and a Director.

We expect our teachers to partner in learning with children by listening and observing. We count on our teachers to:

- Provoke ideas, problem solving, and resolve conflict
- Take ideas from the children and return them for further exploration
- Organize the classroom and materials to be aesthetically pleasing
- Help children see the connections in learning and experiences
- Help children express their knowledge through representational work
- Have a dialogue about projects with parents and other teachers
- Foster the connection between home, school and community

It is our priority to employ experienced and talented staff members that meet our high standards. Many of our teachers have degrees in Early Childhood Education. We provide ongoing professional development to support our staff in remaining lifelong learners. Tomorrow's Hope is a professional educational setting and sets clear standards and expectations for all teachers and staff members. Throughout the year, staff members receive formal and informal observations, opportunities for professional growth and constructive feedback. While we are proud of our talented and hardworking staff, there are situations when a staff member may leave for either personal or professional reasons. Details of the termination will not be shared with other staff or parents. We will inform you of these changes as is appropriate.

At times it is necessary to have substitute teachers take the place of one of the teachers who might be out due to illness or vacation. Our substitute teachers are interviewed and complete a criminal background check just like all of our staff members. They are provided with a Staff Handbook and given an orientation to our school's policies and procedures. When one team member in a classroom is absent, the other staff member assumes the role of leading the class for that day and the substitute will follow the classroom teacher's lead.

Parent Involvement

Learning takes place not just within the school, but also at home and throughout the community. We encourage parents to participate in project work, special events, and the daily life of Tomorrow's Hope. We seek an integrated learning community, where teachers, parents, and administrators work together to meet the needs of the children.

We feel the role of the family is very important. We view you as partners, collaborators and advocates for your child. We respect parents as each child's first teacher and want to involve you in every aspect of the curriculum.

We ask that you:

- Provide up-to-date work and telephone numbers, emails, and home addresses
- Attend parent engagement nights
- Read all communications thoroughly
- Communicate any concerns you have with the Lead Teacher and ask questions
- Share your skills and talents
- Participate in the classroom
- Attend field trips
- Bring additional changes of clothing, diapers, or whatever is needed for your child
- Pay your bill on time
- Arrive on time and pick-up children on time
- Sign your child/ren in and out electronically everyday
- Provide staff with written notification at least two weeks prior to withdrawing from the school

These expectations are necessary to ensure the optimal function of our child development center.

Visiting Nurse/Immunizations

Your child's health is important for continued growth and development. A registered nurse is available at the Center once a week on Wednesdays for health concerns as well as scheduled immunizations. Each child in licensed childcare is required to have their immunizations up to date. There are no exceptions for not having the MMR vaccine. If your children's immunizations are not up to date, they cannot attend until they are complete. If you'd like our nurse to provide immunizations for your child, it is a free service, and you can let the office know. You will need to fill out additional documentation for immunizations to be authorized. Please see the registration packet or talk to office staff for more information.

What to Keep at Home

Please do not send the following items to the Center with your child/ren:

- Food, candy, gum
- Nuts (Due to allergies, all types of nuts are prohibited in the Center.)
- Toys

These items will generate conflict in the classroom. Toys should be left home since they can be lost or broken, or may lead to disagreements among children. It is the policy of the Center that if a child brings one of these items, they will be removed, stored and returned at the end of the day.

Non-Discrimination Policy

We welcome all children regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, or physical, mental or other health related impairment.

COMMUNICATION

Closures - Snow and/or Icy Conditions

The Center will be closed when the weather causes road conditions to be extremely hazardous. When the Center closes, you will be notified by phone, email, social media outlets, or our website whenever it is possible. When Everett Public Schools are closed, we will not operate van service.

Families

Together we are better! We take the idea of a partnership with our families very seriously. It is only through the strong partnership of the home and the school that a child can have the richest experience. Families are asked to read all Center communications. This will enable you to know more about the Center as well as what your child is doing. We want to hear your thoughts and observations. Families are invited to drop in and join us for breakfast, lunch or snack and we encourage parents to participate in Parent Engagement nights. This will strengthen the home/school connection. Communication is essential to a strong home/school relationship.

Issues, Concerns, or Feedback

If you have an issue or concern with a teacher, you are encouraged to address problems in a direct way with the staff with which you are having a challenge. If you have been unsuccessful in reaching resolution in talking with a classroom teacher, you are encouraged to speak to the Director.

We are all part of one community have responsibilities to one another. We ask that you provide feedback in a productive manner and refrain from engaging in conversations or behaviors that

undermine the integrity of the school. We also ask that you not approach the child or parent of a child who has had a dispute with your child; this can lead to an escalation of the issue. Please work with the school to intercede on your behalf.

Parent/Family Resources

We have a Parent/Family Resources binder in the office. If you are looking for a resource, please ask our Child and Family Specialist, or our Program Supervisor or Director. Also check out our bulletin boards for information on nutrition, College of Hope classes, events, and community resources. (Housing Hope has an adult-education learning program called College of Hope that focuses on life skills in four areas: family life, health and wellness, economic well-being and housing expertise.)

Transitions

It is the policy of Tomorrow's Hope to make decisions about moving a child from one classroom to the next with the parent. The process is for the Director or Program Supervisor to talk with the teacher and determine if the child is developmentally, socially and emotionally ready to transition to the next class. The next step is to talk with the parent. The teacher in the current classroom and the new classroom work to create a smooth and successful transition for the child and parent. Each parent will receive a transition letter, if requested. The decision for transitions is based on the child's age, development, and licensing standards, as well as with input from the parent and current teacher.

We will work with the child and parent to prepare for kindergarten transition with the help from our school psychologist who completes kindergarten readiness assessments twice the year before kindergarten starts, to ensure they are ready to move forward.

Policies

A binder of Tomorrow's Hope's policies is located in the main office and is accessible to parents at any time.

Attendance Policy

In order for parents and children to gain the greatest benefit from Tomorrow's Hope, it is necessary for children to attend regularly.

All students are requested to be at the Center for their agreed upon schedule. If you are running late or know that your child has an appointment or will miss school, we ask that you call and let the office know. School-age children will only be accepted before and after school on school days.

Cell Phone Policy

Cell phone usage by parents at the Center is highly discouraged when dropping off and picking-up children. We encourage you to use this time to settle your child into the classroom in the morning and to reconnect with them in the afternoon after being apart from them all day. Cell phones may be used outside the Center. Our staff will not have their cell phones on them while in the classroom, and can use the classroom phone when needed. Each class has their own extensions, and can be called at any time. If you'd like a list of phone numbers, ask the office.

Child Abuse Reporting

Tomorrow's Hope is required under Chapter 26.44 Washington Administrative Code (WAC) to protect each child who attends from physical, sexual, or emotional abuse, neglect or exploitation. When Tomorrow's Hope staff identify indicators that the occurrence of physical, sexual or emotional abuse, child neglect or child exploitation could exist, staff members are required by law to telephone Child Protective Services (CPS) or the appropriate law enforcement. All staff are required by law to report the indicators regardless of whether they personally believe abuse existed or not. Any staff who identifies these indicators will report to the Director or Program Supervisor who will call CPS and a case manager if needed. Indicators of the abuse will be documented and put into the child's file. Making a call to CPS is confidential, and does not need to be shared with the parent/guardian.

Clothing Policy

Tomorrow's Hope children participate in a wide variety of activities. Practical, simple, weather-appropriate clothes and sturdy shoes or sneakers are best.

- Dress them in clothes that you don't mind getting dirty.
- Dress them appropriately for the weather. We go outside each day regardless of the weather.
- Identify your child's clothes with their name or initials so that if they get lost we can easily identify them.
- Bring a second set of clothes for their cubby.

The following clothes should not be worn at Tomorrow's Hope. Thanks for your cooperation.

- Long dresses or skirts
- Opened-toed shoes
- Clothing with loose strings, especially around the neck
- Flip flops or any shoes that don't have backs on them

Diapering and Toilet Training Policy

Toilet training is a developmental process. Each child has an individual readiness for beginning bladder and bowel control. The average age for achieving control is between two and three years. Night control can be a year or more later.

Parents/guardians and staff will work together on a plan to begin toilet training in the classroom. If your child does have a toileting accident, soiled clothing will be put in a plastic bag and placed in your child's cubby for you to take home. We know accidents happen and children will be treated respectfully. Please send in another extra set of clothing the next day.

Discipline Policy

The purpose of positive guidance and discipline is to help children learn basic human values, problem-solving skills, and to take responsibility for their own choices. Each child's developmental level and ability is taken into consideration at all times. Our disciplinary structure promotes respect for other children and staff as well as safety for all.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this

belief, Tomorrow's Hope uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- ◆ Communicate to children using positive statements.
- ◆ Communicate with children on their level.
- ◆ Talk with children in a calm quiet manner.
- ◆ Explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior.
- ◆ Praise and encourage the children.
- ◆ Reason with and set limits for the children.
- ◆ Apply rules consistently.
- ◆ Model appropriate behavior.
- ◆ Set up the classroom environment to prevent problems.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children's needs, desires and feelings.
- ◆ Provide appropriate words to help solve conflicts.
- ◆ Use storybooks and discussion to work through common conflicts.

WE DO NOT

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, or belittles a child.
- ◆ Use any strategy that threatens, intimidates, or forces a child.
- ◆ Use food as a form of reward or punishment.
- ◆ Use or withhold physical activity as a punishment.
- ◆ Shame or punish a child if a bathroom accident occurs.
- ◆ Embarrass any child in front of others.
- ◆ Compare children.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave any child alone, unattended or without supervision.
- ◆ Allow discipline of a child by other children.
- ◆ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

*Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director/Assistant Director has the right, after meeting with the parents and documenting behavior problems and interventions, to send the child home from childcare for the day, or to terminate child care services for that particular child. Note: If, at any point, there is an indication/suspicion that a child may have special needs that might need additional services, Tomorrow's Hope will inform the child's family and make contact with the Everett School District for guidance and assistance.

Disaster Policy

In order to ensure the safety of all children who attend Tomorrow's Hope and the staff who work here, we have developed a comprehensive Crises/Disaster handbook. By putting together this plan and sharing it with parents/legal guardians, we are working to be prepared when disaster strikes. It contains step-by-step procedures on how to respond to disaster/crisis situations during the first 30 minutes. The policy was written by Snohomish County Department of Emergency Management and the Everett Office of Emergency Management. If there is a major disaster and you need to reach the Center, please call (254) 405-1267. This is our out-of-area contact phone number.

We practice fire drills monthly and earthquake drills quarterly.

Drug/Alcohol/Smoke Free Environment

Tomorrow's Hope is committed to promoting healthy lifestyles; therefore, the use of drugs, alcohol and tobacco are prohibited on site. Anyone who appears to be under the influence of alcohol or drugs will not be permitted to leave with their child/ren and CPS will be called.

Hand Washing Policy

Hand washing is very important in the prevention of spreading illness. We ask that you help your child wash their hands upon arrival at school every morning. We wash hands before eating or handling food and after using the toilet or having a diaper changed. According to our State licensing, we may not use hand sanitizer on the children unless on a field trip or when a hand washing sink isn't readily available.

Injuries

If your child has a minor injury while at school, trained Tomorrow's Hope staff will administer first aid. The child will be treated with cleansing of the affected area, an ice pack if necessary, and lots of love! An Injury/Incident Report will be completed, needs to be signed, and a copy will be sent home with your child. If your child is severely injured and must see a physician, you will be notified immediately. If there is any sort of head injury, parents and the childcare licensor will be contacted immediately.

Medical and Health Policy

Medical Forms

Medical and immunization forms completed by your child's physician must be on file in the school office prior the first day of care.

Allergy Policy

A 'classroom plan' will be developed for the child with allergies based on the information provided by physicians and families. This plan will be tailored and individualized to the specific needs of the child. All staff in charge of a child with allergies will be provided with specific information and/or training regarding the child's allergies and treatment plans (ex: how to administer an Epi Pen).

Staff will maintain current certification in First Aid and CPR and the school will maintain properly stocked and readily available First Aid Kits.

Illness Policy

While we are sympathetic to the challenge of having to miss work or leave work because of a sick child, there are times that your child may have to be excluded due to illness. We ask for your partnership in keeping our school healthy. Specific Tomorrow's Hope policies are based upon the general understanding that ill children should be kept home if they are:

- Contagious and their presence at the Center represents a significant health risk to other children.
- Disruptive to the staff's ability to tend to other children. The Center is not designed to care for ill children and the extra attention required by sick children can compromise the routine care of others.
- Miserable. Illness can make a child feel miserable. If the emotional needs of the child cannot reasonably be met because of illness (despite the staff's best efforts), then the child should be kept at home.

The burden of deciding when a child cannot attend Tomorrow's Hope due to illness falls on parents/legal guardians. In situations when a child's degree of contagiousness is not clear, families should seek advice from their pediatrician. Some medical problems, such as allergy and asthma, can be difficult to distinguish from infectious disease. In these situations and others, written documentation may be required from a pediatrician.

Families are expected to honor the following guidelines in good faith, for the health and well-being of their own child and others.

In deciding whether or not to keep your child home, the following guidelines should be applied:

- Fever – Fever of 100.4 degrees or higher under the arm and who also have one of the following: diarrhea, earache, sore throat or rash. Student should not return until free of fever for 72 hours, or with a doctor's note.
- Vomiting – 2 or more occasions within the past 24 hours. Children must stay at home until there is no vomiting for a minimum of 24 hours.
- Diarrhea – 3 or more watery stools or one bloody stool within a 24-hour period. Children must stay at home until there is no diarrhea for a minimum of 24 hours. If child has an uncontrollable diaper or blowout, he/she will be sent home until there is no diarrhea for a minimum of 24 hours.
- Skin rash (not associated with diapering or heat)
- Open sores on the body or scalp including scratched bug bites or other bites
- Contagious diseases (such as pink eye, chicken pox, hand/foot/mouth, COVID-19, flu)
 - Strep infection - If there was concern enough to perform a strep culture, the child should be withheld from the Center until results are known. The child with strep may return to the Center only after taking an antibiotic for a minimum of 24 hours and he/she is fever free with significant improvement in all symptoms.
- Lice, nits, or scabies – Staff have the right to examine any child suspected of having head lice. If there is an infestation, the Center has the right to send the child home immediately. A child will not be readmitted to the program until his/her hair has been thoroughly checked by staff after being washed with a prescribed shampoo and all eggs/nits have been combed out. Exclusion will continue until the child is nit-free and bug free. Families who find an

infestation must notify the classroom teacher or director so appropriate steps can be taken to prevent further spread. We are happy to help!

Medication Policy

Preferably, medication should be given at home. However, when staff at the Center give/apply medications, Washington State law (WAC 388-150-230) requires that:

- Medication will only be given with prior written consent of the child's parent/legal guardian. The consent must have a "start" and "stop" date and the medication will only be given for the course of the illness.
- For chronic conditions (such as asthma), or external medication such as diaper ointments or sunscreen, the written consent may occur for an extended time period of up to one year.
- Prescription medication must have the original pharmacist's label giving the child's full name, name of the medication, dosage, frequency and duration.
- "As-needed" medication (such as asthma medication) may be given only when the health professional lists specific symptoms on the consent form. All medications will be stored where they are inaccessible to children. Unused medication will be returned to the parent/legal guardian.

Medication records (purple form we provide) must contain all information. Staff giving medication to a child will sign the medication record with their full signature each time medication is administered.

Medical Emergencies

All staff at Tomorrow's Hope have current training in CPR and First Aid. We have several fully stocked First Aid kits. A First Aid kit is taken on all field trips and in each vehicle used to transport children.

In life threatening emergencies, staff will call 911, provide first aid as needed, and parents will be called. If a child needs to be transported to the hospital, a staff member will be with the child until the parent arrives. If we cannot reach the parent/legal guardian, we will call the emergency contacts listed in the child's file. All serious injury/hospitalizations will be reported to our childcare licensor.

In minor emergencies, first aid will be given, the child will be comforted, and an Injury/Incident Report will be filled out, signed, and a copy will be given to the parent.

Social Media Policy

With social media sites becoming more prevalent as a means of sharing information and communicating with one another, Tomorrow's Hope staff has an opportunity to build stronger relationships with parents and enhance family engagement.

Tomorrow's Hope can only post photographs, audio recordings and video recordings to private sites and with parental/legal guardian permission. These sites provide us with the ability to develop digital portfolios that share the child's accomplishments and developmental progression.

The sole purpose of using these sites is to help families feel more connected to their child/ren and their activities here at Tomorrow's Hope.

Each parent/legal guardian will be provided with a written copy of the Social Media Policy to sign and date. Parents have the right not to participate and for their child not to have their work displayed or their photos posted. Granting permission for photos to be posted does not allow Tomorrow's Hope to post photos anywhere else.

Sunscreen Policy

During the warmer months, Staff will apply sunscreen throughout the day only if a form has been signed in advance. We provide sunscreen. If you would like a separate sunscreen applied to your child, you may provide that.

Termination of Services

It is not Tomorrow's Hope policy to terminate services for children and their parents. It is our goal to help all children to thrive in our environment. When a child is at risk of causing serious injury to other children or him/herself or to staff, our first step is to work with the teacher to share strategies and tools for the child to be successful in the classroom. We would work with the parent throughout this stage.

If we are unable to correct the problem, we would have our School Psychologist and/or Mental Health Specialist do an assessment and if necessary, develop a Student Support Plan if applicable. We would share the results of the assessment and our recommendations with the parent/legal

Guardian. Together we would decide our next steps. Through services we offer, we can provide resources and help for families and children to move forward.

If the child continues to have uncontrolled outbursts that put others in harm's way, put themselves at risk of harm or, based on the assessment, we believe the child would thrive in a different environment, we will meet with the parent and again share our recommendations.

In some cases, a contract would be created between the parent and the Center. If the contract is not followed, the child would not be permitted to attend until the parent is able to comply with the terms of the contract. All efforts would be made to have the child remain in school where they could continue to be in a safe, secure learning environment.