



2024-2025

Family Handbook

9900 Willows Road, NE, Redmond, WA 98052, 206-999-3143

Contact Information

Center Phone Number: (206)-999-3143 Center Fax Number: (425)-895-9444

Administration:

Elisa Pagán elisap@occ.org

Kim Wisham kimw@occ.org

Hours of Operation

7:00 a.m. to 5:30 p.m. Monday, Tuesday, Thursday, and Friday

7:00 a.m. to 4:30 p.m. Wednesday

'24/'25 Holiday Closures

New Year's Day

MLK Day

President's Day

Memorial Day

Juneteenth Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve Day

The 2 weeks between Christmas Eve Day – New Year's Day. The exact dates can be found on the annual school calendar.

*Holidays are to be paid at the regular tuition rate; there will be no credits to any account for these days. We reserve the right to close the day after or before a holiday, and advanced notice will be given.

School Mission

OCC Early Learning Center partners with families to provide high-quality early childhood education where children are honored and valued as co-creators of learning in the classroom. OCC ELC desires to see every family in our center experience and be transformed by the love of God!

Vision Statement

OCC Early Learning Center is a community of highly trained, experienced, nurturing teachers and staff who provide quality care and education for infants to children through age six. OCC ELC utilizes a teacher-guided, play-based curriculum to support the development of each child's social, emotional, physical, cognitive, linguistic, and spiritual needs. By partnering with families and other agencies, our vocation is to assist children in discovering more about themselves and the world around them in a loving, Christ-centered environment.

Religious Activities/Non-Discrimination Policy

Christian Activities and Involvement

Children at OCC ELC participate in daily prayer, prayer before snacks and lunches, and weekly lessons and songs related to Christian concepts and virtues. OCC ELC recognizes and celebrates holidays throughout the year, including Juneteenth, Christmas, Easter, and many others. We recognize that not all people pray or hold the same beliefs, but all are loved and cared for at OCC ELC.

Non-Discrimination Policy

At OCC Early Learning Center, we welcome everyone everywhere. OCC ELC does not discriminate against distinctions such as race, ethnicity, ability, gender, sexual orientation, religion, physical or mental health, age, marital status, socioeconomic status, or anything else that divides us. This policy applies to every aspect of our program, practices, and activities, including client services and employment practices. OCC ELC reserves the right to select staff and students based on their commitment to OCC ELC behavior standards and school policies.

Our Philosophy of Early Childhood Education

We believe every child has the right to equitable learning opportunities supporting their growth and learning across all developmental domains. We believe in nurturing the whole child in an environment where they feel safe to grow spiritually, cognitively, socially, and emotionally. We employ passionate, highly trained educators who implement current research-based strategies that are proven to challenge and nurture the growth and development of children.

Early Achievers

We are an Early Achievers School. We aim to provide the highest-quality care possible for young children and improve and grow our teachers each year. Therefore, we participate in a

State Rating System called Early Achievers (EA), which builds on the foundation of quality care and education to support ongoing educator improvement above and beyond basic licensing requirements.

EA offers center-wide coaching and training, records review and curricula, and small grants, awards, and incentives. Each student must have a signed annual release form. You can find more information about Early Achievers at [Early Achievers | Washington State Department of Children, Youth, and Families](#).

Sample of Daily Schedule

7:00-8:00.....Welcome/Free choice

8:00-8:20.....Breakfast

8:20-9:55.....Free choice/Child-led projects

9:55-10:10.....Large group/Good morning/Story/Wash hands

9:45-10:00.....Chapel ***Wednesdays only***

10:10-10:25.....Snack/Wash hands

10:25-10:40.....Large group/Music & Movement/ Introduce Learning Center Activities

10:40-11:35.....Learning center activities/Free choice

11:35-11:45.....Clean-up/Bathroom break

11:45-12:30.....Playground

12:30-1:00.....Wash hands/Lunch/Bathroom break

1:00-2:40.....Quiet time

2:40-2:50.....Wake up/Bathroom break

2:50-3:15.....Snack

3:15-4:00.....Lawn

4:00-4:45.....Story/Music and Movement/Free Choice/STEM room

4:45-5:30.....Move to Green 7/Free Choice

***Schedule is flexible and subject to change**

Separation Anxiety

For younger children, a complete and successful transition into school may take some time. It is helpful for teachers to know their home life: toileting, sleeping and eating patterns, or interests. Your child's teacher will be warm and caring and has experience working with separation anxiety. We encourage quick, honest, and consistent goodbyes to your child. Having a consistent routine in the morning may be helpful. Starting your early learning experience is a positive step for you and your child!

Mixed-age Group

At OCC ELC, some preschool classrooms comprise children of different ages. These classrooms consist of age groups of 3-year-olds through 5-year-olds. We believe that mixing age groups creates a more diverse learning environment in the classroom. Younger students learn many skills from older students, including academic and social skills. Likewise, the older students gain confidence and learn leadership skills. They learn to be compassionate and patient with their younger peers in the classroom.

Our teaching teams are flexible and knowledgeable. They plan and adapt the environment to children's varying needs, interests, skills, and abilities. They provide safe, open-ended materials that offer multiple uses for different ages and individualize the curriculum to meet each child's needs. Safety is ensured through active supervision and maintaining the required 1:10 ratio.

Signing In/Out Procedure

State law requires that every child be signed in and signed out every time they attend childcare or preschool by a parent, guardian, or authorized adult.

Tablets are located outside each classroom. A \$5 fee is applied if a child is picked up 5 minutes after their scheduled pick-up time or center closure. You will be charged \$1 per minute for each additional minute.

Written permission is required to release your child to any adult not listed on the child's emergency contact list or approved pick-up list. Staff will ask for a driver's license to verify a person's identity before releasing a child to an authorized adult unfamiliar to them.

No one under 18 may sign a child in/out of the OCC Early Learning Center.

Children will not be released to an individual who appears to be under the influence of drugs or alcohol. An alternative ride needs to be secured and arrive before a child is allowed to leave the center.

Monthly Tuition

Infant Classes (4 weeks +)	Full Day	School Day
5 days per week	\$2,590	\$2,290

Toddler Classes 1,2,3 (1 year +)	Full Day	School Day
5 days/week	\$2,420	\$2,120
4 days/week (M-Th)	\$1,936	\$1,696
3 days/week (Tu-TH)	\$1,452	\$1,272

Blue 1 (2.5 years +)	Full Day	School Day
5 days/week	\$2,280	\$1,980
4 days/week (M-Th)	\$1,824	\$1,584
3 days/week (Tu-Th)	\$1,368	\$1,188

Preschool/Pre-K (3 years +)	Full Day	School Day
5 days/week	\$2,070	\$1,770
4 days/week (M-Th)	\$1,656	\$1,416
3 days/week (Tu-Th)	\$1,242	\$1,062

Full Day: 7:00 am – 5:30 pm School Day: 9:00 am – 3:30 pm

A \$100 non-refundable supply fee will be charged twice yearly, typically in August and January.

Financial Agreement

I understand my obligation to pay tuition and any additional fees due for the next month of care on the last day of the prior month.

Waitlist Fee: There is a \$75 fee to be added to the waitlist. If the waitlist form is filled out, but the fee is not paid, you will not be added to the waitlist.

Registration fee: The annual registration fee of \$150 or \$275 per family is collected with a child's application and paid upon registration each year to retain the child's space for the upcoming school year. This fee is non-refundable.

Discounts and scholarships:

Families enrolling with more than one child will receive a 10% discount for the oldest child enrolled at OCC Early Learning Center simultaneously.

Scholarship requests should be made in writing to the Center Director.

Only one discount may be assigned to any account.

Tuition due/late charges: Monthly tuition is due on the last day of the prior month (i.e., Jan.'s tuition is due Dec. 31st). A late charge of \$50.00 will be charged after the 5th of the month if tuition is not paid. Late fees are billed to the account and are due when overdue tuition is paid. **Tuition and fees over 30 days past due will forfeit a child's enrollment.**

Enrollment for a new school year will not be accepted until an account is fully paid.

Enrollment will be reinstated once payment is received **if class space is still available.**

Returned checks: There is a \$25 charge for all NSF checks. In the unlikely event that OCC ELC must seek collection of past dues fees, parents must agree to reimburse OCC ELC for reasonable collection fees on past due amounts.

Payment processing fee: The following payment processing fees will be applied to all transactions paid through BrightWheel (mark one box to select the payment method of choice): \$1 per transaction for ACH/Bank Account OR 2.7% + 0.30¢ per transaction for Credit/Debit.

Lunch fee: A \$15 fee is charged if your child is without lunch for the school day.

Late pick-up fee: You will be charged \$5 if you pick up your child 5 minutes after their scheduled pick-up time. For each additional minute, you will be charged \$1 per minute.

Withdrawal/change of schedule: A 30-day written notice to the Administrative Staff is required to withdraw your child from care, with tuition paid through the end of the 30-day written notice. Withdrawal without proper notice will result in a charge of 100% of the child's monthly tuition rate. Space is not guaranteed if a family wishes to return after withdrawal, and a new registration fee will be required. A 14-day written notice to the Administrative Staff is required to change your child's schedule.

Holidays/school closures: Tuition is continuous throughout the year (taking into account the days the center is closed). No credit for holidays, professional in-service days, and student absences or illnesses will be given. **This includes time away due to COVID-19-related illness and quarantine.** No credit/refund will be owed if OCC ELC must close because of an emergency or inclement weather. Tuition rates are based on pre-selected schedules - the full monthly rate for each student's schedule must be paid regardless of attendance and closures - we will not prorate.

Holding Fees

The holding fee is 50% of the tuition for three calendar months. After three months, OCC ELC will charge full tuition.

Vacation

If a child is absent from OCC Early Learning Center due to vacation for 15 days or less within a month, there is no discount or proration given to the month's tuition. If a child is absent from OCC Early Learning Center for 16 days up to 12 weeks, the family will receive a 50% discount on the month's tuition. To obtain the 50% discount, families must provide a written 30-day notice to one of the administration team members before going on an extended vacation.

Withdrawal and Schedule Change

A 30-day written notice to the Administrative Staff is required to withdraw your child from care, with tuition paid through the end of the 30-day written notice. Withdrawal without proper notice will result in a charge of 100% of the child's monthly tuition rate. Space is not guaranteed if a family wishes to return after withdrawal, and a new registration fee will be required. A 14-day written notice to the Administrative Staff is required to change your child's schedule.

Expulsion

OCC Early Learning Center reserves the right to expel a child/ren due to irresolvable behavioral challenges. **Expulsion is the last resort** in dealing with challenging behaviors and is primarily used when behavior is severe, continuously impacts the other children in the class, parents refuse to seek the assistance we need to provide a positive learning environment for their child, and the safety of the children and staff is at risk. The following supports are completed by the director, teacher, and family to promote consistent care and maximize opportunities for child development and learning:

- The teacher will notify parents and the director at the first sign of a child exhibiting behavior that presents a serious safety concern.
- The teacher and director will perform separate observations and document the behavior observed.
- The teacher and director will set up parent meetings to discuss the challenges and work towards resolutions.

- The director will write an Individual Care Plan (ICP) for the child based on input from teachers and parents.
- The teacher will follow the ICP, make reasonable modifications, and document all interventions.
- The director will contact outside additional resources for counsel, additional child observation, and assessments.
- Visits to other programs and expert evaluations may be necessary.

Research shows that when children are expelled from preschool, they are dramatically set back in their development. Therefore, termination is a last resort after reasonable modifications are made, and we cannot reduce or eliminate the safety concern.

Termination of Services

OCC Early Learning Center reserves the right to terminate childcare services. Per the Washington Administrative Code 110-300-0485, the following are conditions that may cause childcare to be immediately terminated:

- Unpaid tuition and/or fees
- Continual late pick up's
- Parent, guardian, or family member's inappropriate or unsafe behavior towards children/staff in or near the early learning program to include cursing, yelling, persuasion, manipulation, and physical or sexual harm.

Transitions

Transitions between classes at OCC ELC are made based on a child's age. Children transition from one class to the next anywhere from a few weeks to a few months before their birthday. When children move up to the next class, we will provide a 1-2 week transition period to allow them time to adjust to their new classroom. Children transitioning into kindergarten will receive Kindergarten Readiness information from our neighboring school district, LWSD. Seasonal assessments can be sent to new teachers when enrollment is finalized. OCC ELC will complete any information used for enrollment that families or elementary schools request.

OCC Early Learning Center is a licensed childcare facility and must abide by [WACs 110-300](https://app.leg.wa.gov/wac/default.aspx?cite=110-300) (<https://app.leg.wa.gov/wac/default.aspx?cite=110-300>).

Please take some time to familiarize yourself with these requirements.

State Ratios

CLASS	RATIO	AGE
Infants	1:4	Birth - eleven months
Toddlers	1:7	Twelve - twenty-nine months of age
Preschool/Pre-K	1:10	Thirty months - six years (not attending kindergarten)

Consistent Care

Each classroom will have a consistent teacher who will care for the students. The students will stay consistent and remain in their rooms for much of the day. Having consistent caregivers and classmates develops trusting relationships, which promote positive behavior, individualized care, and loving connections.

Parent/Guardian Provision

All children need to have 2-3 changes of clothes at school. Additionally, if your child is potty training, please provide a second pair of shoes. Families must provide daily lunches for their children using the lunch boxes provided by the center. Please complete and return the following signed forms:

- Completed CIS form
- Enrollment Packet Checklist
- Photo Release
- Illness Policy
- Financial Agreement

Outdoor Play

Each classroom goes outside twice daily, rain or shine, for 60-120 minutes (depending on age). Please send your child weather-appropriate clothing (rain suits/boots on rainy days, gloves/hats/thick jackets on extra cold days, sunscreen/sunhats on sunny days, etc.). During outdoor playtime, the children can access materials promoting large motor skills. They also have room to run, jump, twirl, and practice a variety of large motor motions. Our teachers also plan daily outdoor activities that continue their curriculum in an outdoor environment.

Rest Time

The State of Washington requires us to implement a daily quiet time for all children in the center, whether for sleep or rest. Therefore, all children at OCC ELC are provided with a rest period.

OCC ELC provides each child with a sheet, blanket, cot, or crib for rest time. All bedding is laundered once a week or as needed, and cots or cribs are sanitized daily.

Food and Nutrition

OCC Early Learning Center does not provide lunches for the children. Parents/guardians must provide a nutritious meal for children to eat for lunch. The guidelines provided by the WA Department of Children, Youth, and Families are as follows:

- A dairy Product (such as milk, cottage cheese, yogurt, or cheese)
- Meat or Meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)
- A Grain Product (such as bread, cereal, bagel, or rice cake)
- Fruits and Vegetables (2 fruits or two vegetables or one fruit and one vegetable to equal the total portion size required)

The center will provide breakfast at 8:00 a.m. and two snacks during the day; OCC Early Learning Center will provide milk at breakfast and lunch. Families must store children's lunches in the refrigerator provided. Lunches will be served cold and cannot be warmed up in the classroom. A food thermos is welcome if you want to bring a warm item. We follow the [USDA CACFP requirements](#).

If a child is without lunch for the day, then they will be provided lunch by OCC Early Learning Center, and a \$15 fee will be added to the next month's tuition.

*All allergies and special diets will be posted in each classroom.

We also would like to inform you that:

- Staff sit with children and have casual conversations during mealtimes, using values-neutral language about food and bodies.

- Children decide how much to eat, which foods they will eat, and in what order they will consume the food in their lunchbox.
- Food is not used as a reward or punishment.
- As part of the school curriculum and learning, the class may engage in cooking projects and be offered the chance to taste the food they prepared (children with special diets will be considered).

Cultural and ethnic food items may be served to honor cultures represented in this school (e.g., sticky rice, lefse, flan, sambuusa, or “mush-mush”). If food is made at home, parents must sign a waiver agreeing that it is okay for their child to eat it.

The use of non-food items to celebrate special occasions is encouraged.

Birthdays and Treats

You are welcome to bring treats to share with a child’s class to celebrate a birthday, holiday, or other important days. Please inform the child’s teacher at least two weeks before bringing treats. OCC Early Learning Center is a nut- and tree-nut-free center.

If you would like to bring in a homemade treat, then a complete list of ingredients must be submitted to the teacher, signed off, and approved by the parents/guardians of the other children in the class. Store-bought treats do not need the ingredients submitted before being brought in.

Bottles and Pacifiers

Parents/guardians must bring enough bottles labeled with the infant's full name for daily use. A formula container marked with the child's full name may be kept in the classroom. Pacifiers may be given to a child up to 18 months.

Bottles given to children in the Toddler rooms need to be pre-made and placed in the refrigerator with the child's lunch. Teachers will give children bottles in the toddler rooms during mealtimes. Toddlers who receive a bottle will be required to hold it independently.

Diapering and Toilet Training

Each child's family will provide diapers, wipes, and diaper creams. Please bring at least two weeks' worth of diapers and wipes to stay at the center. If a child is without diapers/wipes for three or more days, then a \$15 fee will be added to the next month's tuition, and OCC

Early Learning Center will provide diapers/wipes for the child. If your child acquires a diaper rash and is without diaper cream, the parent/guardian may not drop off the child at OCC Early Learning Center until diaper cream is provided.

State law prohibits the washing out of diapers by the center. Staff will place soiled cloth diapers/clothes in closed plastic bags for the parent/guardian to take home daily. We are required to throw away soiled diapers left at the center for more than 24 hours.

Staff will change children's diapers every 1 ½ to 2 hours or as needed. Please pack enough diapers to accommodate this schedule.

Staff follow a child's indication of readiness for toilet training and are more than willing to assist children in the self-help skills necessary for toilet training. A child is considered fully potty trained after one month without accidents and does not require teacher assistance.

Positive Communication

We need your eyes, ears, and perspectives to make this school the best for our children. Please inform us if you know of a problem or have a specific concern. We cannot address problems if we are not aware of them. We expect all parents and staff to speak kindly and truthfully, in a Christian manner, about all community members, including children, parents, caregivers, and staff. This is important during school events, in the parking lot, and in the community.

OCC ELC seeks to be a community free of:

- Gossip
- Speaking ill of others
- Jumping to conclusions and making assumptions
- All the other human weaknesses we can become trapped in within an organization

OCC ELC needs to be a “safe zone.” We want to model for our children the best in all of us. If problems arise between adults, we ask that the following system be used:

- Speak with the person directly to get all the needed information. Find a time when you can both sit down without interruption and truly listen and talk. **Classroom issues must be addressed first with the classroom teacher.**

- Seek to understand and find a solution in the children's best interest. If the issue is a classroom one, and you have spoken with the teacher, the matter may need further assistance. At that point, speak with one of the directors. Often, the directors can serve as facilitators or advise if the issues are challenging. If issues are more serious, the directors will intercede with any staff member or parent.

Parent or Guardian/Teacher Communication

Teachers are the primary source of communication between the center and families. The administration team will communicate policy enforcement, changes, or updates. If you cannot share all information or express your concerns at drop-off or pick-up, please feel free to schedule a time to meet with your child's teacher. Parent or Guardian/Teacher conferences can be scheduled throughout the year.

The admin team is always available to meet with you if you have questions or concerns. You can email or call them directly to request a meeting time or come by the office anytime between 8:00 a.m. and 5:30 p.m. If you need to contact someone immediately, please call [206-999-3143](tel:206-999-3143), and the message will be delivered as soon as possible.

OCC ELC will communicate with families via email and BrightWheel. Families must check their emails and BrightWheel daily. **Please inform the administration team if you do not have email or internet access.**

Classroom Visitations

Parents are welcome in the classroom. However, to protect instructional time, we ask you to coordinate visits with the teacher in advance to reduce interruptions. Please do not use classroom visits to confer with the teacher; rather, we request that you schedule an appointment with the teacher. Please note that often, having a parent in the class can be difficult for the child and cause other behaviors.

Behavior Management and Guidance

Our guidance techniques are positive, fair, consistent, and relate to the child's behavior and needs. Adult supervision and guidance are always available. We seek to avoid behavior challenges by reinforcing appropriate behavior, redirecting children by offering positive alternatives, and through continual teaching tools, which provide self-discipline. We will also help children problem-solve to promote independence and positive communication skills.

OCC ELC teachers use indirect guidance techniques:

- **Advanced notice:** "You have five more minutes before it's time to line up and go inside."
- **Choices:** "You may paint with the other children or read a book in the library."
- **Regular routine:** "We always wash our hands before snack. After snack is large group time."
- **Avoid nagging:** Teachers tell the child what is expected just once, follow it by asking if the child remembers what was asked, and then offer to help the child do what was asked.
- **Consistent:** Teachers follow a schedule and do things the same way daily. This ensures the children know what to expect, learn to trust, and feel safe in their environment.

OCC ELC teachers also use direct guidance techniques:

- **Positive statements:** Teachers use statements like "walking feet" rather than "don't run!" Or "use your words to tell us you are angry" rather than "don't hit!"
- **Get the child's attention by being at their level:** Teachers crouch down to the child's level, make eye contact, speak quietly, and ask the child to repeat the directions.
- **Be fair:** Teachers examine their expectations to ensure they are age-appropriate and don't make rules just because an activity is too noisy or messy.
- **Avoid arguments:** Teachers follow through with solutions that address the problem and offer the child a way to exit gracefully from the problem. "You can choose a quiet place to calm down, or I can choose one for you."

If a child cannot demonstrate self-controlling behavior, a brief time away results so the child can regain control. Time away occurs when other measures fail and is used as an opportunity for the child to regain self-control, not as a punishment.

By law, program philosophy, and policy, the following forms of discipline are prohibited: hitting, spanking, shaking, scolding, shaming, isolating, labeling (bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often attention-seeking. This technique can be used for some children's negative behaviors, but it would not be used with unsafe or hurtful behavior.

If a child cannot gain control and requires more individual attention than can be given with a child-to-teacher ratio, the teacher will begin or continue documentation, the director will be contacted, and a parent may be notified. A child requiring one-to-one attention may have to temporarily leave the school for safety. Repeated documentation of uncontrollable behavior can require a one-on-one support person to help the child. The school reserves the right to require the family to provide this support person. If the family is unwilling to work with OCC ELC administrators, discontinuing enrollment at OCC ELC is possible.

Other behavior management techniques OCC ELC teachers use include:

- Providing limits in a caring, respectful way.
- Building students up to feel more capable, even after being corrected.
- Interacting with students by staying calm and avoiding provoking, threatening, demoralizing, or lecturing.
- Using polite statements that are enforceable and offering children choices within limits, thus avoiding power struggles.
- Using a cooperative planning approach with families when challenging problems arise.
- Maintaining behavior management with compassion and understanding.
- Helping students own and solve their problems.
- Problems are viewed as an opportunity for helping children grow through their mistakes and helping children learn to be responsible and gain self-confidence.
- Logical consequences are used. There is a connection between the infraction and the consequence.
- Provide a constructive atmosphere with sensible limits.

Child Abuse and Reporting Procedures

ALL SCHOOL EMPLOYEES are legally obligated to report suspected child abuse, neglect, and exploitation, per RCW [26.44.020](#) and [26.44.030](#), to Child Protective Services (CPS) or a law enforcement agency if they believe reasonable cause exists to believe abuse has occurred. The information will be immediately reported to an administrator, who will [report the incident to CPS](#).

King County reporting line: [1-800-609-8764](tel:1-800-609-8764)

Statewide End Harm line (available 24/7): [1-866-363-4276](tel:1-866-363-4276)

The school administrator will not inform parents. It is CPS's or law enforcement's responsibility to investigate and inform parents.

1. School staff must cooperate with CPS or a law enforcement agency's investigation.
2. The CPS representative or law enforcement officer questioning the student about possible abuse will determine if a school official may be present during the interview.

What is child abuse or neglect?

Child abuse or neglect means the injury, sexual abuse, or sexual exploitation of a child by any person under circumstances that indicate that the child's health, welfare, or safety is harmed or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect, as defined in RCW [26.44.020](#) and [26.44.030](#).

Children with Special Needs Policy

It is well documented that the beginning years of children's lives are critical for building the early foundations of learning and self-care needed for success in school and later life. During these years, children's brains develop rapidly, influenced by their experiences with their families, teachers, peers, and communities. Like all children, children with disabilities must be exposed to various rich experiences where they can learn in the context of play and everyday interactions and engage with their peers with and without disabilities. In partnership with families and our high-quality early childhood program, we can facilitate experiences that foster learning for all children.

Children with disabilities and their families continue to face significant barriers to accessing inclusive, high-quality early childhood programs, and OCC ELC would like to assist with these barriers. We have developed a list of guidelines to contribute to the best possible outcome for the child. Research shows that an upfront discussion about differences and diversity is more valuable for promoting successful inclusion than not discussing the differences.

- For successful service delivery, the family must provide OCC ELC a copy of an IEP (Individualized Education Program), IHP (Individualized Health Plan), IFSP (Individualized Family Service Plan), or paperwork that includes a diagnosis as soon as the family receives the document.
- OCC ELC may request a trial period to determine appropriate support.
- OCC ELC reserves the right to require the family to provide a one-on-one aide/support during the child's school day. The professional one-on-one/support aide's primary function is to assist only the assigned/contracted student in all aspects of the school day –instruction time, playtime, recess, bathroom, lunch, and quiet time. The one-on-one/support's job is to support the child in moving towards independence.
- Any volunteer or privately hired person working in OCC ELC classrooms must abide by the Department of Early Learning's licensing requirements. If the child's diagnosis suggests that they can't abide by the Department of Early Learning's requirements, then the Director and the family must complete a Plan to Meet the Special Needs of an Individual Child document.
- OCC ELC staff will observe whether the child can access the class curriculum and whether the environment can accommodate the student's special needs to support the best possible outcome. If we feel the student has a special need that we cannot accommodate to provide the best possible outcome, we reserve the right to deny acceptance.

Immunizations

Please provide official documentation of all prior immunizations upon enrollment. Please keep the child's Certificate of Immunization Status (CIS) updated throughout the child's enrollment at OCC Early Learning Center. A Certificate of Immunization Status (CIS) is the only format of immunization accepted at OCC Early Learning Center.

Immunizations must be kept up-to-date, and a copy must be in each child's student file. If the child is exempt from immunizations, a current and valid Certificate of Exemption (COE) must be provided and kept in the child's file. OCC Early Learning Center will not accept a Certificate of Exemption for Religious reasons. You can download immunization records at <https://wa.myir.net/>. Create a free account, and you will have access to the official immunization record that meets Washington State Child Care Licensing requirements. You may also request a Certificate of Immunization Status (CIS) from a child's pediatrician.

Illness or Injury at School

OCC ELC will keep a confidential, individualized written record in the child's file that includes the date of an illness or injury, treatment provided while at OCC ELC, and names of the staff providing treatment.

OCC ELC will provide a copy of the illness or injury report to the child's parent or guardian. OCC ELC will keep a current, written incident log listing dates of illness or injury, the child's name, names of staff involved, and a brief description of the incident for tracking and analysis. Families will be notified in writing when their child(ren) has been exposed to infectious diseases or parasites. The notification may consist of either a letter or posting a notification in a visible location. OCC ELC is a mandated disease reporter to the health department from the local health department.

Too Sick for School?

Children must be well enough to participate in all activities, including outside play. Please make alternative plans when your child is ill.

A child is considered sick if they display one or more of the following symptoms:

- Fever: A temperature of 100.0 or higher or 99.0 under the arm (child must be fever-free for 24 hours without being given a fever-reducing medication before returning)
- Croup or RSV (child must have significantly improved symptoms before returning)
- Diarrhea: one or more watery or bloody stools within 24 hours

- Any draining or contagious rash (child may return 24 hours after starting medication or antibiotic treatment)
- Hand Foot Mouth (child may return if fever-free for 24 hours and any sores are fully scabbed over)
- Vomiting once in 24 hours
- Green discharge from the eye (child may return 24 hours after starting medication or antibiotic treatment, or discharge has discontinued)
- Suspected communicable skin infections like ringworm, impetigo, and scabies. If a child is found to have a suspected communicable skin infection while at school, the child must be picked up as soon as possible and may return to school 24 hours after starting medication, with a doctor's note stating that they may return.
- Lice: If a child is found to have lice or nits while at school, the child must be picked up as soon as possible and may return to school once they have received a certificate from a professional lice removal business stating they are lice and nit-free.
- Pink Eye (Conjunctivitis): If a child is found to have pink eye while at school, the child must be picked up as soon as possible. If a child has the bacterial form, they may return to school 24 hours after starting antibiotic medication, along with a doctor's note. If a child has the viral form, the child may not return to school until all symptoms have completely cleared up. ***Children are excluded from care for viral conjunctivitis despite a doctor's note.***

Or two or more of the following symptoms:

- Sore throat
- Fatigue
- Lack of appetite
- Runny nose or discharge from the nose
- Consistent coughing
- Headache
- Behavior changes with other signs and symptoms of illness

Staff will notify a designated adult if a child becomes ill at school and displays any of the above symptoms. The child will be separated from the other children and made comfortable until an adult comes to pick them up.

A child prescribed medication must remain at home for at least 24 hours after taking the first dose to avoid infecting other children, staff, and other families they may contact.

Children and staff with a reportable disease may not attend OCC ELC unless approved by the local health authority.

*OCC ELC does not take oral, ear, or rectal temperatures.

If a child tests positive for COVID-19, they must quarantine for ten whole days starting from the time of the positive test. Children can return to OCC Early Learning Center after the ten-day quarantine if their symptoms have greatly improved.

In case of a child's illness, COVID-19, or otherwise, no refunds will be given if missed days are due to a child's need to stay home.

Medications

Managing Medication

As required by Washington State Child Care Licensing, OCC ELC has a medication policy that includes safe medication storage, reasonable accommodations for giving medication, mandatory medication documentation, and forms pursuant to [WAC 110-300-0500](#).

Medication Training

An early learning provider must not give medication to a child if the provider has not successfully completed:

- An orientation about the early learning program's medication policies and procedures.
- The department standardized training course in medication administration that includes a competency assessment pursuant to [WAC 110-300-0106\(10\)](#) or equivalent training; and
- If applicable, training from a child's parents or guardian (or an appointed designee) for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).

Medication Administration

An early learning provider must not give medication to any child without written and signed consent from that child's parent or guardian. The provider must administer medication according to the directions on the medication label and use appropriate cleaned and sanitized medication measuring devices.

An early learning provider must administer medication to children in care as follows:

- Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must accompany a medication authorization form with the medical need and the possible side effects. Prescription medication must be labeled with:
 - A child's first and last name.
 - The date the prescription was filled.
 - The name and contact information of the prescribing health professional.
 - The expiration date, dosage amount, and length of time to give the medication; and
 - Instructions for administration and storage.
- Nonprescription (over-the-counter) oral medication brought to the early learning program by a parent or guardian must be in the original packaging.
 - Nonprescription (over-the-counter) medication must be labeled with the child's first and last name and accompanied by a medication authorization form with the expiration date, medical need, dosage amount, age, and length of time to give the medication. Early learning providers must follow the instructions on the label, or the parent must provide a medical professional's note; and
 - Nonprescription medication must only be given to the child named on the label provided by the parent or guardian.
- For other nonprescription medication, an early learning provider must receive written authorization from a child's parent or guardian and health care provider with prescriptive authority before administering if the item does not include age, expiration date, dosage amount, and length of time to give the medication. Medications of this type include:

- Vitamins.
 - Herbal supplements.
 - Fluoride supplements.
 - Homeopathic or naturopathic medication; and
 - Teething gel or tablets (amber bead necklaces are prohibited).
- A parent or guardian must annually authorize an early learning provider to administer the following nonmedical items:
 - Diaper ointments (used as needed and according to manufacturer's instructions).
 - Sunscreen.
 - Lip balm or lotion.
 - Hand sanitizers or hand wipes with alcohol, which may be used only for children over twenty-four months old; and
 - Fluoride toothpaste for children two years old or older.
 - An early learning provider must not give or permit another to give any medication to a child for the purpose of sedating the child unless the medication has been prescribed for a specific child for that particular purpose by a qualified health care professional.

Medication documentation (excluding nonmedical items). An early learning provider must keep a currently written medication log that includes:

- A child's first and last name.
- The name of the medication that was given to the child.
- The dose amount that was given to the child.
- Notes about any side effects exhibited by the child.
- The date and time of each medication given or reasons that a particular medication was not given; and
- The name and signature of the person who gave the medication.

Medication must be stored and maintained as directed on the packaging or prescription label, including applicable refrigeration requirements. An early learning provider must comply with the following additional medication storage requirements:

- Medication must be inaccessible to children.

- Controlled substances must be locked in a container or cabinet inaccessible to children.
- Medication must be kept away from food in a separate, sealed container; and
- External medication (designed to be applied to the outside of the body) must be stored to provide separation from internal medication (designed to be swallowed or injected) to prevent cross-contamination.

An early learning provider must return unused medication to that child's parent or guardian. If this is not possible, a provider must follow the Food and Drug Administration (FDA) recommendations for medication disposal.

An early learning provider must not accept or give a child homemade medication, such as diaper cream or sunscreen. ***ECE Children may NOT take their own medication.**

Toothbrushing

If your child is enrolled in full-day school, developmentally appropriate tooth-brushing activities will be provided. Tooth brushing activities are safe, sanitary, and educational. Toothbrushes are stored in a manner that prevents cross-contamination. *The parent or guardian of a child may opt out of the daily tooth-brushing activities by signing a written form.

Photos/Videos & Surveillance

OCC ELC employees may take photos or videos to be shared with parents through the BrightWheel app or for classroom use. Overlake Christian Church has surveillance cameras that are used for the safety of the children and teachers at our school. Surveillance is accessed by management only and will not be shared with anyone without signed consent from all parties involved.

Restraining Orders

If a current legal restraining order prevents someone from picking up your child, immediately notify OCC ELC leadership and provide a copy of the court order, a picture of the person, and a brief written history of the situation to the Director. The restraining order should list OCC Early Learning Center as a site where contact should not be made. Leadership will share a

copy of the restraining order with the local police, if it hasn't already been shared, in case an emergency arises.

Field Trips

Occasionally, OCC ELC will conduct field trips for the purpose of curriculum enrichment. Families will be asked to assist in providing transportation and must have a Volunteer Driver Authorization Form on file in the office, even if they are only driving their child. If you plan to drive children other than your own, you must have a cleared Department of Early Learning background check, a current CPR and First Aid card, and approved TB test results. However, parents can drive other children if a staff person is in the car with the above qualifications. No child can take a field trip without parental/guardian approval. Participation in field trips is conditional on the return of required approval forms. Families must also provide an approved car seat or booster chair as mandated by the State of Washington.

Office Procedures

Visiting the School

During school hours, **all visitors (outside of parent/guardian) must report to the school office upon arrival** to obtain a visitor's badge identifying them as approved school guests.

Requesting Student Files

If you require records to be sent to another school, please complete a Transfer of Records Request Form and allow at least 5-7 business days for processing.

Requesting a Tuition Credit Tax Letter

Please contact Kim Wisham at KimW@occ.org to obtain a letter. Allow 5-7 business days for the request to be processed.

Emergency Procedures

Monthly fire drills help acquaint your child and our staff with emergency procedures. The center is equipped with fire and smoke detectors and alarms that notify the fire department immediately. In the event of an actual emergency, children will be taken to Awning A in front

of the church. We keep emergency food, water, first aid kits, and blankets for such emergencies. All staff members have CPR and first aid training.

In the event of a power failure, our emergency phone line is (425) 895-9444. Our off-site gathering location is Willows Run Golf Complex, 10402 Willows Rd NE, Redmond, WA 98052. Should communication services be compromised or in the event of a server emergency, our out-of-area contact is Anna Reid (541) 729-2918.

Medical Emergencies

OCC Early Learning Center staff are trained in basic first aid, CPR, and AED use. They will give immediate care to children during a medical emergency. An aid car will be immediately called if deemed appropriate in a medical emergency where more care than the center can provide is needed. The sick or injured child's parent/guardian will be contacted ASAP, and an aid car will transport the child to Evergreen Hospital. A staff member will accompany the child if the parent/guardian cannot go with the child in the aid car. The staff member will remain with the child until the parent/guardian arrives.

Emergency Procedures/Disaster Preparedness Plan

Fire or Explosions Evacuation Procedures

If you discover a fire, PULL THE CLOSEST FIRE ALARM. An administrator will call 911.

In the event of a fire:

- Teachers will take a clipboard with an updated student roster, first-aid bag, and emergency backpacks.
- If students are not in their classroom at the time of the alarm, they are to go outside with the closest teacher.
- Shut windows and doors. Evacuate the building to the parking lot at Awning A in front of the church.
- Teachers will account for their students.
- Wait to return to the building until the police or fire department clears the building.
- Off-site evacuation is at Willows Run Golf Complex (10402 Willows Rd NE, Redmond, WA 98052).
- Initiate the buddy/aide System for children with IEPs.

Earthquake Procedure

In the event of an earthquake:

- DROP, COVER, and HOLD under a sturdy table/desk. Stay away from windows and objects that could fall. Hold on to the desk or table. If it moves, move with it. Do not run.
- Stay inside. Move next to an inside wall. Avoid windows, bookcases, refrigerators, heavy mirrors, lights, and other objects that could fall. Do not go outside until the shaking has stopped.
- If you are outdoors, DROP, COVER, and HOLD until the shaking stops, then evacuate to the emergency line area.
- Once the shaking stops, check yourself and those around you for injuries.
- Wait until the shaking stops. Evacuate the building to the parking lot at Awning A in front of the church.
- Check with neighboring teachers to see if assistance is needed.
- Teachers will take a clipboard with an updated student roster, first-aid bag, and emergency backpacks.
- Off-site evacuation is at Willows Run Golf Complex (10402 Willows Rd NE, Redmond, WA 98052).
- Initiate a Buddy/Aide System for children with IEPs

Lockdown Procedure

In the event of a lockdown:

- A walkie-talkie intruder alert will be sent to all classrooms and playground staff.
- The person making the lockdown call will call 911 and remain in charge until police/fire arrive.
- Check halls – take in students who are in the hallways.
- Lock exterior and classroom doors.
- Initiate a buddy/aide system for children with IEPs.
- USE A CELL PHONE OR COMPUTER TO COMMUNICATE THE NUMBER OF CHILDREN IN YOUR CLASSROOM.
- Do not open the door again! Wait for the password.

- Turn off the lights, cover windows, and seat students so they can't be seen.
- If you are outside, go to the gym.
- The center's main doors will always remain locked.
- Wait for "CODE GREEN. All is clear."
- Off-site evacuation is at Willows Run Golf Complex (10402 Willows Rd NE, Redmond, WA 98052).

Active Shooter Response

In the event a person with a threatening weapon is observed on campus:

- The person observing the threatening person will send a walkie-talkie alert to all classroom and playground staff: "This is a lockdown."
- The person making the lockdown call will call 911 and remain in charge until police/fire arrives.
- Initiate ALICE:
 - A = Alert
 - L = Lockdown/barricade your classroom, then escape
 - I = Inform
 - C = enCounter, arm yourself with an item to throw at the intruder
 - E = Escape
- Staff members are trained to observe, orient to the scenario, decide what to do, and act (OODA Alert). This includes escaping the school premises with the students if determined safer to do so. Staff will be in constant contact with administrators.

Weapons

Weapons are not kept on our premises. In keeping with Washington State law, anyone who brings a weapon to school will be subject to the following: Redmond Police will be notified, parents will be notified, and the family will be terminated from OCC ELC.

Prohibited Substances

OCC Early Learning Center is a smoke-free/vape-free environment. Smoking or vaping on our property is prohibited at all hours of the day by all individuals. Tobacco or vapor products

(or the packaging of tobacco or vapor products) must be inaccessible to children. Children must not have access to cigarette or cigar butts or ashes. OCC ELC prohibits anyone from consuming or being under the influence of alcohol in licensed space during business hours. Alcohol must be kept in a space that is inaccessible to children. OCC ELC prohibits any person from being under the influence of illegal drugs or prescription drugs to the extent that it interferes with the care of children. Cannabis or associated paraphernalia is prohibited on OCC ELC property. Individuals are prohibited from using, consuming, or being under the influence of cannabis in any form in a licensed space.

Alcohol, tobacco, cannabis, and illegal drugs are prohibited on our grounds.

School Closures/Inclement Weather

School closures will be announced to families as soon as possible via the **BrightWheel app**.

For weather-related closures, OCC Early Learning Center generally follows the Lake Washington School District when making closure/delayed scheduling decisions. However, there may be some instances when OCC ELC will be on an alternate closure/delay schedule to maintain the safety of our staff.