

Welcome Families

Thank you for registering your child at Kaleidoscope. Please read this handbook carefully and keep it for future reference. It contains valuable information about our program, communication, closures, activities, health & safety, parental involvement, registration information, and financial procedures. Should you have any questions or concerns, feel free to call or drop in during business hours. For longer conferences, please call to schedule an appointment. We hope that your family's experience at Kaleidoscope is a good one and we look forward to working with your child.

Kaleidoscope is licensed to provide services to children between 1 month and 12 years old. Kaleidoscope follows Washington State licensing requirements from the Division of Children, Youth and Family Services (DCYF), Chapter 110-300 Washington Administrative Code. We offer a variety of programs, depending on community need, financial viability of each program and enrollment.

MISSION OF KALEIDOSCOPE is to provide safe, affordable, high-quality, consistent preschool and childcare services while supporting the families of Orcas Island.

AT KALEIDOSCOPE WE VALUE

Diversity in our community by welcoming all

Stability in services and relationships between teachers, children and families

Teamwork based on open communication and mutual respect at every level of the organization

A positive attitude toward nature, creativity, and the learning process

OUR VISION FOR KALEIDOSCOPE

Kaleidoscope will provide Community Leadership in the area of Early Childhood Education

Kaleidoscope will operate with a sustainable business model

Kaleidoscope will strive to be a valued community partner

Kaleidoscope will develop and practice holistic programming

A note about our origin:

In 1991, KALEIDOSCOPE evolved from a grass roots effort in the Orcas Island community to fulfill a critical need for child care. Orcas Daycare Association is a non-profit organization providing the framework for the Kaleidoscope program. Kaleidoscope, and the community's children, will thrive with your support, ideas and donations. We welcome any and all support you, our community, can give.

We are located at 1292 North Beach Road, approximately 1/4 mile north of Mt. Baker Road.

1292 North Beach Rd

PO Box 1476

Eastsound, WA 98245

Phone: 360 376 2484

Email: kaleidoscope@orcasonline.com

Web: www.ourkaleidoscopekids.com

Facebook: <https://www.facebook.com/kaleidoscopepreschool/>

Nondiscrimination Statement

Orcas Daycare Association, Kaleidoscope, does not and shall not discriminate based on protected class, including race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability status, marital status, sexual orientation, public assistance recipient status, or military status in any of its activities or operations.

Hours of Operation and Closure Dates

Kaleidoscope is open year-round, Monday through Friday, from 7:30 am – 6:00pm. Our scheduled closure dates are: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day. We do have an occasional need to close classrooms, which will be posted well in advance to alleviate inconvenience to families.

Forest School operates Monday-Thursday 9-3:30 and follows the Public School Schedule.

Family Engagement and Partnership Communication Plan

Please check your parent cubby daily. It may contain important information such as schedules, invoices, newsletters, messages, etc. If you are on Facebook, please Like and Follow Kaleidoscope's page. The most effective way for us to communicate important information with families is through Facebook postings. It is also a great way to see pictures and postings of our program as we learn and explore. Facebook messenger is another tool we use to communicate with families. Kaleidoscope will make reasonable accommodation to communicate with families in the way that works for them.

In the month of September, a mandatory Parent Night will be scheduled in which parents may gather information about planned curriculum, play developmentally appropriate games with your child, meet the teachers and the other parents. Kaleidoscope will occasionally schedule additional "Parent Nights" to keep you informed of Kaleidoscope activities, child development topics, and provide a chance for parents to get to know each other better.

Please communicate any changes in your child's life, such as marriages, separations, operations, moving, and addition to the family, a death in the family, etc., so that we may work together to help your child through these transitions. If your child does not live with both biological parents, we need to know the legal arrangements, in writing, regarding your child. If you have any concerns about an estranged parent, please let us know.

If you have any concerns to discuss about your child, feel free to make an appointment with the Director. Parent/teacher type conferences will be scheduled quarterly or upon request. You are also welcome to stop in and visit your child any time, especially lunchtime!

Curriculum Philosophy

All Kaleidoscope classrooms use Creative Curriculum, which helps teachers to individualize instruction. Our teachers follow the child's lead and track their progress through Teaching Strategies Gold (TSG) to ensure that they are meeting or progressing toward developmental milestones. Creative Curriculum also helps teachers make sure children are being exposed to all areas of development by encouraging the use of hands on learning opportunities in the following areas: social/emotional, physical, language, and cognitive. Our highly qualified teachers facilitate learning in our supportive, intellectually stimulating environment where children can explore and learn from our different interest areas. Teachers set up learning centers and activity areas based on children's needs and interest (e.g. the teacher uses TSG assessment data to plan activities). Keep in mind that at Kaleidoscope, our emphasis is not on the end product, but on the creative processes and problem-solving skills your children used to get there. We also emphasize positive social/emotional development. The list of possible experiences is limited only by the time available.

Forest School

Forest School will use an emergent curriculum teaching philosophy, in which children's interests are supported through observation, documentation, and response. This empowers children to develop learning opportunities both unique and meaningful to them. An emergent curriculum also allows the teachings of nature to enhance a child's educational experience.

Since Time Immemorial, will be used in appropriate classrooms in order to provide learning opportunities to incorporate elements of tribally approved curriculum. We also work with local tribes to incorporate culturally relevant material. Community members are also invited to share their native stories and skills.

Child Guidance Plan

Kaleidoscope follows two simple rules; Be Safe and Be a Friend. Our Kaleidoscope staff models these rules in our classrooms. We also use indirect guidance techniques, for example;

- We give time warnings: "5 minutes to clean up"
- We give choices: "You may paint or look at a book"
- We avoid nagging. We tell the children what we expect just once, clarify we were heard, then offer to help through choices.
- We are consistent. We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.
- We use positive speech: "Walking feet"
- We crouch low and make eye contact when communicating.
- We continuously examine our expectations to make sure they are appropriate.
- We avoid power struggles by offering the child choices: "You can choose a quiet place to calm down or I will help you choose."

If these strategies don't work, we first remind children of our classroom rules (if age appropriate). Next, we attempt to reason with the child, emphasizing choices. The child is given the opportunity to present his/her side. If necessary, a "chill out" will be encouraged. The child and teacher will problem solve together in an effort to avoid future misbehavior. Persistent problems will require a parent conference at which time documentation of the behavior will be shared. Director, staff, and parents will work together to find a solution, with additional support when necessary.

At Forest School, children will also be offered the opportunity to self-soothe in nature. This might look like sitting quietly by a tree, breaking apart a rotting log, or yelling up towards the sky. Each Forest School day will include a rest time in which children are able to practice quiet time in nature and develop soothing practices that are unique to their emotional expression and needs.

Health & Safety

For more detailed information, refer to our Health Care Plan, Disaster Response Handbook, and Blood Borne Pathogens Exposure Control Plan, available in the office. For specific health issues, Kaleidoscope will follow the San Juan County Public Health recommendations once they are provided in a clear, concise, written manner. All of Kaleidoscope's staff are trained in First Aid and CPR.

Kaleidoscope cannot care for children who are ill. Both for their sake, and that of others, please help us stop the spread of illness by not bringing your child if they appear ill.

By state law, Kaleidoscope cannot dispense any medication to a child (including over-the-counter and prescription medications) unless a Medication Authorization Form is completed and signed by a parent/guardian and/or a licensed medical practitioner and on file at Kaleidoscope. All medications must come to Kaleidoscope in the original container with the prescription/original label attached. Please give the medication to the Director or staff person in charge. During summer months Kaleidoscope will provide sunscreen for the families that complete the bulk medication form.

Staff to Child Ratios

Infant Classroom is a 1: 3 Ratio, Maximum Group Size 3

Waddler Classroom is a 1:6 Ratio, Maximum Group Size 12

Toddler Classroom is a 1:6 Ratio, Maximum Group Size 12

Preschool Classroom is a 1:7 Ratio, Maximum Group Size 24

School Age Classroom is a 1:10 Ratio, Maximum Group Size 15

Forest School is a 1:6 Ratio, Maximum Group Size 12

Care for Children with Specific or Special Needs

Kaleidoscope is proud of our inclusion practice. We accept ALL children, of ALL abilities. When necessary, a written Individual Plan of Care (IPC) is developed by the director, family, and teacher for each child with special needs. It includes instructions from the parent and health care provider regarding the diagnosis (if known), medications, specific food or feeding requirements, life-threatening allergies, treatments, special equipment or health needs, modifications needed, emergency response plans, and contact information for the health care provider and/or specialists working with the child.

What Parents Must Supply

Please make sure your child wears simple, sturdy clothing they can put on by themselves, if age appropriate. Our days can be messy, so expect children to come home covered in the evidence of their play. Shoes must be included in your child's daily attire, if walking. Please provide appropriate outerwear when weather threatens. Label all outer garments with your child's name. During summer weather, you may want to send a hat, towel, and swim wear for water play. Please bring an extra change of clothing (or many) for those sometimes-inevitable emergencies. If bathroom accidents occur, children will be encouraged to be responsible for their own care, if age appropriate.

Each child has their own "cubby" for items to be left at school. Soiled clothing will be sent home in a plastic bag to be laundered. Kaleidoscope is not responsible for washing soiled clothing.

If your child wishes to bring one nap/rest time toy they are welcome to do so. (This is limited to stuffed animal type toys; no “action figures”, weapons/war toys, etc.) Otherwise, please do not bring toys from home.

Forest School

Wearing the right clothes for the weather is crucial to everyone having a good experience. As is often said in Forest School settings “there is no bad weather, just bad clothing.

All Year

- Backpack with water bottle
- Comfortable warm waterproof footwear
- Clothing that can get muddy and dirty
- Rain pants and jacket or a full body rain suit
- Minimum 1 pair of extra clothes (I.e. underwear, socks, shirt and pants) *as the year goes on you will get to know your child's specific extra clothing needs.

Winter Months

- Warm **non-cotton** hat
- Long **non-cotton** underwear
- Fleece jacket or wool sweater
- Wool socks
- Warm, waterproof boots

Labeling

We recommend you label your child's clothing in order to keep mix-ups from happening.

Infant Care (1-12 months)

- Our infant classroom provides children with a nurturing environment in which each baby is encouraged to follow their individual schedule. We emphasize positive relationship building and language development, including Spanish and sign language. Our staff: child ratio is 1:3
- Families are required to provide clothing, disposable diapers, formula (if different than that provided by center) and clean bottles WITH lids to keep at the center. (Washington State Law).
- Each child has their own cubby for items to be kept at school. Each infant will have a completed “Daily Infant Note” highlighting the significant events of your child’s day.
- All staff have been trained in and will follow Diapering Guidelines.
- Infants will be held for bottle-feeding. Bottles will never be propped. Infants are fed “on cue” to the extent possible, at least every 4 hours and not usually more than hourly. Food will be properly planned, prepared, and portioned according to the Child and Adult Food Care Program.
- Child Sleep Patterns
Infants will follow their own sleep schedule. No blankets or stuffies are allowed in cribs so please leave them at home.
- Safe Sleep Requirements
All staff must complete Safe Sleep Training, approved by DCYF.

Toddler/Waddler Care (12-30 months)

We strive to provide a balance of self-selected and teacher lead experiences with a strong play base. Children will be encouraged to explore their environment and engage with their peers to promote positive social/emotional development. We also emphasize language development, including Spanish and sign language

- All waddlers and toddlers must have a change of clothes (or many), and disposable diapers (if they use them). Each child has their own cubby. Our classrooms have designated “centers” your child can visit throughout their day. We also have daily learning center activities lead by the teachers.
- Diapering- Diapers are provided by families. All staff have been trained in and will follow Diapering Guidelines. Stand up diapering is encouraged, along with toilet training. When appropriate, families will complete “Potty Time” form so all involved can use the same language and strategies.
- Children are encouraged to self-feed to the extent that they have skills. Children are encouraged, but not forced to eat a variety of foods. Food will be properly planned, prepared, and portioned according to the Child and Adult Food Care Program.
- Child Sleep Patterns
Toddler/Waddler classrooms have a single nap period after lunch (approximately 11:50) and the children are encouraged to rest until they wake naturally. If sleep is necessary outside of those hours, children will have the opportunity to sleep. Each child will have their own sleeping cot/pad and linens, washed weekly. Blankets and/or cozy toy from home can be brought from home.
All staff must complete Safe Sleep Training, approved by DCYF.

Typical Waddler Day

7:30Welcome / Choice*

8:45Family Style Breakfast

9:15Diaper / Potty & Hand Washing

9:30Outside / Choice*

10:15Group Circle Time – Books, songs, Weather Bear

10:30Theme Related Group Experience / Choice*

11:00Diaper / Potty & Hand Washing

11:15Family Style Lunch, Tooth Brushing

12:00Nap Time

2:00Diaper / Potty & Hand Washing /Outside (if awake)

2:45 Family Style Snack
3:00 Outside / Choice*
3:30 Theme Related Group Experience / Choice*
4:00 Diaper / Potty & Hand Washing
4:15 Outside Activities / Choice*
5:15 Evening Snack
5:30 Choice*
6:00 Center Closes

Typical Toddler Day

7:30 Welcome / Choice*
9:00 Family Style Breakfast
9:30 Diaper / Potty & Hand Washing
9:45 Theme Related Group Experience / Choice*
10:15 Group Circle Time – Books, songs, Weather Bear
10:45 Outside Activity / Choice*
11:15 Diaper / Potty & Hand Washing
11:30 Family Style Lunch, Tooth Brushing
12:00 Nap Time / Outside (if wakes early)
2:00 Diaper / Potty & Hand Washing / Outside / Choice*
2:45 Family Style Snack
3:15 Theme Related Group Experience
4:00 Diaper / Potty & Hand Washing

4:15 Outside Activities / Choice*

5:15 Evening Snack

5:30 Choice*

6:00 Center Closes

Preschool (approximately 3-5 years)

Our preschool classroom follows the Creative Curriculum which provides developmentally appropriate experiences for children while supporting social-emotional development through play. We also emphasize language development, including Spanish and sign language. Classroom themes change according to student interest and schedules/lesson plans are posted

Typical Preschool Day

7:30 Early Arrival – Choice Time*

8:00 Welcome, Sign in, Choice Time*

8:45 Morning Circle (welcome, plan for the day)

9:00 Breakfast – Choice Time*

9:30 Outside Choice Time*

10:00 Circle Time, Learning Centers, Choice Time*

11:00 Outside Choice Time*

11:30 Family Style Lunch, Tooth Brushing

12:00 Choice Time* / Outside

12:30 Quiet Time

1:15 Small groups for literacy activity / cooking activity / Choice Time*

2:00 Outside Choice Time*

3:00 Snack

3:15 Choice Time*

3:30 Music and Movement, Choice Time*

4:00 Afternoon activity, Choice Time*

4:30 Choice Time* (indoor / outdoor, weather dependent)

5:30 Snack

5:45 - 6:00 Closing Circle / Clean up

*Choice time includes: Books, Fine Motor Activities, Art, Blocks, Dramatic Play, Nature/Science, Math/ Numbers, Music and Movement, Free Play

Space for privacy, relaxation and comfort are available throughout the day.

Schedule may be modified to extend favored activities and accommodate for weather (outside).

Forest School (approximately 3-5 years)

Typical Forest School day

8:30 Leave Kaleidoscope

9:00 Morning gathering and breakfast at Forest School site

9:30 Free explore*

11:30 Lunch

12:00 Rest time, sit-spots

1:00 Free explore*

3:00 Snack

3:30 Return to Kaleidoscope/Pick up

*Free explore time is the children's opportunity for self-directed play. Teachers will offer optional learning opportunities as interests emerge, such as a guided walk, group game, arts and crafts activity, etc.

*Rest time includes quiet time alone in a chosen sit-spot or in small groups.

ECEAP (Preschool/Forest School only)

Kaleidoscope participates in the Early Childhood Education and Assistance Program (ECEAP) which offers free Preschool/Forest School to children who qualify according to ECEAP standards. Spaces are limited and awarded by ECEAP. Contact 360-370-0593 for more information.

School Aged Care (5-12 years)

The public school bus stops at our facility to pick up and drop off children in conjunction with the school schedule. We also provide child care during "no school" days, ½ days, and school breaks.

SUMMER SESSION:

Summer session begins when the public school closes in June. Kaleidoscope collaborates with YMCA Camp Orkila for weekly day camp sessions. We also use our own transportation to provide a wide variety of exciting day trips for school-aged children. They enjoy hikes, beaches, exploring other islands, and much more!

Bringing Books Home

Kaleidoscope recognizes the benefits of reading aloud to young children, giving them a strong foundation of literacy and language development, but also as a social interaction between the child and caregiver. Bringing Books Home (BBH) is a program that sends a copy of our classroom theme book home for families to keep, in their home language. BBH provides an opportunity to build your library at home and allows the child to share their Kaleidoscope experience with their families. We encourage you to take the time to share these stories with your children

Dual Language Learning

Kaleidoscope emphasizes language development in all classrooms, including Spanish and (needs based) American Sign Language. Effort is made to communicate with all families in their home language, both written and verbal information. Spanish speaking teachers are present in most classrooms throughout the day. Our Creative Curriculum is designed for Dual Language Learners and is implemented in all of our classrooms.

Permission to Photograph and Videotape Your Child

Kaleidoscope is often celebrated in the newspaper, so your child may become a local celebrity. We also use their smiling faces on our website and on Facebook. Please let us know, in writing, if you would rather not have photos of your child made public. Images may still be used for internal purposes. We use both photographs and video recordings to document child development and as surveillance for the professional development of our teachers. Photo releases will be made available prior to any outside agency (e.g. Early Achievers or FIND) taking photographs or video recordings in your child's classroom.

Food

Breakfast, lunch, afternoon snack and an evening snack will be provided by Kaleidoscope for all children attending. It is not necessary to bring food from home, except formula for infants. Food program requirements will follow the Child and Adult Care Food Program (CACFP) regulations. Menus are planned in accordance with USDA guidelines and are posted in our hallway. Deviations from that require an Individual Plan of Care (IPC), doctor input and must meet CACFP requirements. Please save special treats for your child for times after Kaleidoscope. Kaleidoscope is committed to serving wholesome foods and recognizes the benefits of serving organic products. We currently serve organic and/or locally sourced food.

Religious and Cultural Activities/Holidays

Kaleidoscope does not practice or promote any specific religion. When occasions arise involving holidays, celebrations may take place. Please let us know if you do not want your child to participate. An alternative activity will be chosen for your child during that time.

For birthdays, you are welcome to bring a special snack for all the children to help celebrate your child's special day. It must be purchased and delivered in original packaging (no home-baked goods.) Please do not bring party invitations to Kaleidoscope for distribution unless all the children are invited.

Kaleidoscope is closed for the following days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the Friday after, Christmas Eve, and Christmas Day. Additional days may be added with as much advance notice as possible

Transportation

The safety of children, passengers and the driver is of utmost importance in transportation provided by Kaleidoscope. All transportation will comply with state motor vehicle licensing requirements and traffic regulations, including child passenger safety restraints. Children will never be left unattended in the vehicle at any time, even for brief periods. All drivers must have current CPR/First Aid training. The same staff: child ratio required by licensing in the classroom is also required during transportation, not to exceed the staff: child ratio for the youngest child present. For children with special transportation needs, plans will be created by the child's health care provider, family, and Kaleidoscope. Teachers, staff and/or chaperones will explain the rules of the road including, remaining seated when the transportation vehicles are in motion, with seatbelts fastened, no eating or drinking during transport, and no yelling or shouting. If transportation is in the bus, the children will be instructed to stay at least 6 feet from the front, back, and sides of the bus upon exiting, where the driver is unable to see.

Off-Site Field Trips

Field trips are an important part of the learning experience. Teachers and staff must prepare a plan and have it posted before the trip. As always, child safety is extremely important. Families must provide signed consent forms to allow children to participate. Administrators and teachers are responsible for coordinating the plan with staff, volunteers and chaperones, who in turn are responsible for following the procedure as instructed. Children are to be accompanied by a staff member, volunteer, or chaperone at all times. Pedestrian Safety is always to be followed during walking field trips. This includes modeling of how to cross streets. For motor vehicle trips, refer to transportation policy above. Children are counted prior to leaving the center and prior to leaving the destination.

Water Activities

Kaleidoscope has a certified lifeguard on duty any time the children participate in a water activity, and for certain activities that are in proximity to water. For school age children, this includes swimming during the summer. The lifeguard will administer a swim test for children, and protocol will be followed for each child's individual swimming ability. For example, children who do not pass the test will be required to remain in water no deeper than their waist. If necessary, the lifeguard is

responsible for implementing an Emergency Action Plan, with other staff to support and supervise children.

Campfire Activities

Students will enjoy time around a campfire during Forest School (seasonally). Teachers will remain within an arm's reach and implement a 1:1 ratio when children are within a 3 foot perimeter. All staff are trained in campfire safety practices.

Expulsion Policy

Kaleidoscope does not use expulsion or corporal punishment. All efforts are made to work collaboratively with families and other professionals to avoid expulsion. Strategies include mental health or behavioral consulting, enlisting additional support staff, applicable staff training.

Facilities Safety

Families, students, staff, and guests (other than law enforcement officers) possessing weapons will not be permitted onto the premises. This policy applies to visible or concealed weapons. Possession and/or consumption of alcohol, tobacco, cannabis and illegal drugs are strictly prohibited during Kaleidoscope programming. We encourage families to make healthy choices, and resources are available for intervention and prevention of substance use.

Enrollment and Exit Requirements

Prior to enrollment, please fill out enrollment packets completely and turn them into the office. Enrollment paperwork can be found on our website at www.ourkaleidoscopekids.com or requested in person. Schedules are completed on a monthly, first-come first-served basis. If your child will no longer be attending Kaleidoscope, please communicate that as soon as possible so that we can open the spot for other potential applicants. We like to have final good-bye's with children who are leaving, and to clean out cubbies. Any outstanding balance becomes due at the time of disenrollment. Please communicate with office staff to arrange a final invoice.

Classroom Transitions

Transition into the program: Prior to enrollment, families are required to complete Registration paperwork, available at our office or online at www.ourkaleidoscopekids.com, which includes *WaKIDS Introducing Me!* Families are encouraged to set up a time to visit their upcoming classroom with their children prior to attendance to meet their teachers, new friends and familiarize themselves with the space.

Transitions within the program: When your child is developmentally ready, and space allows, they may transition into the next classroom. A parent/teacher meeting will be set up to discuss

transition planning when developmentally appropriate or required by WACs. A Transition Plan will be completed, referencing Transition Indicators, and signed by adults so teachers and families can work towards common developmental goals for the child.

Transition out of the program: If your child will no longer be attending Kaleidoscope, please communicate that as timely as possible so we can accommodate other potential applicants. Ideally, we prefer a final farewell with families who are leaving our program, allowing for cubby clean-out, final invoicing, and a good-bye hug. Copies of children's CIS forms will be provided upon request.

Transition to Kindergarten: Kaleidoscope collaborates with the public school, Community Resource Center and ECEAP for Kindergarten Transition activities, which vary annually. Kindergarten readiness information will be shared with families at conferences.

Consistent Care Policy

When possible, teachers are assigned to work with a consistent group of children with a goal of building long-term, trusting relationships. Teachers assist in transitions to upcoming classrooms by "visiting" the new environment with their departing students. Teacher faces are familiar in all classrooms, as we often cover staff breaks and assist when needed. Our school feels more like a community than individual classrooms.

Fees and Payment Plans

Kaleidoscope charges an hourly rate (daily for school age). There is an annual registration fee of \$60 that is due upon enrollment and/or in September. Rates for child care are as follows:

- Infant \$8/hour
- Waddler/Toddler \$7/hour
- Preschool \$6/hour
- School Age \$25 half day / \$50 full day
- Forest School 2 days/week=\$500/month* for 10 month school year (annual tuition)
4 days/week=\$1000/month* for 10 month school year (annual tuition)
**no credit can be given for absent or missed for school days*

Invoices are generated at the end of the month for hours attended. Payment is due by the 15th of the following month. For example, June hours are billed on July 1st and due by July 15th. In the event that you are unable to pay your invoice by the due date, please speak with the Director to write a payment plan to cover the balance due.

Kaleidoscope cannot offer credit for unscheduled absences. If you notify us no later than 5:00 pm the business day before an absence and/or your child is ill, you will not be charged. If you call us the day of an absence or neglect to call us, you will be charged a No-Show fee of \$50 per child, per day. Please call if your child will be more than 1 hour late, or it may be considered a No-Show, your space may be filled, and you will be charged accordingly. NO credit can be given for Forest School absences, as enrollment is for an annual obligation due to small class size.

Kaleidoscope charges a late fee of \$1 per minute after our center closes at 6 pm; 4pm for Forest School. That payment is due upon pick-up and payable directly to the teacher who stayed late with the child(ren.)

DCYF / Working Connections

Kaleidoscope supports the DCYF/Working Connections program which pays childcare fees for working families who qualify financially. Only hours in which all adults of the household are working will be covered. Families incur a co-pay, determined by state guidelines. Learn more at <https://www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc> or call 877-501-2233. You can also contact Orcas Family Resource Center at 360-376-3184 for assistance with the application.

Sign-in and Sign-out Requirements

Prior to entering your child's classroom, you will sign your child in/out at the office in the hallway using Electronic Attendance. Please follow this procedure DAILY! Ask office staff if you need assistance using the Electronic Attendance system.

Only persons authorized by parents and legal guardians, with photo ID, will be allowed to sign your child in and out of the center.

Child Records

It is important that child records are current and accurate. Kaleidoscope uses this information to create our Emergency Contact records, as well as track child development, health, and other needs. Registration forms, Parent Contracts and Immunization records must be updated annually in September. Pertinent health information should be updated as soon as possible so that we can provide the best care for your child. Child records are maintained confidentially. Parents have access to their own child's records. Please schedule an appointment with the Director if you would like to review them. The Department of Children, Youth, and Families may have legal access to children's files. All other access requires a written release from the child's parent or legal guardian.

Forest School families will be expected to turn paperwork into Kaleidoscope's office, at which time, copies will be made and given to Forest School Teachers to place in locking file box kept in our Bus, which will be locked when unoccupied.

Pet Policy

Pets will be inaccessible to children with pet allergies. Before a child with allergies enters an area where pets have been, it will be cleaned and disinfected. No aggressive or harmful pets will be allowed on the premises. No pets are allowed around infants and toddlers, where any child eats, sleeps, or actively plays, entrances and hallways, food preparation areas or children's restrooms. When animals are encountered off Kaleidoscope premises, owners will be approached and questioned about safety around children. Wild animals will be observed from a distance and never approached.

Animals in this child care facility have been carefully chosen in regards to care, temperament, health risks, and appropriateness for young children. We have the following pets or animals at our child care:

Sam, desert box turtle, in our Preschool classroom, on the science table. Sam will not be handled by the children. All pets, pet supplies, pet medications, and food will be kept out of reach of children. Pets will be provided with adequate and appropriate food and water. Pet containers and cages are cleaned and disinfected weekly or as often as needed. Cages, and containers will be cleaned and disinfected in utility areas – not around child play areas or kitchen/food preparation areas *WAC 110-300-0225-4f*.

Termination of Services

While Kaleidoscope makes every attempt to meet family's needs, situations do occasionally arise where it is necessary to terminate services. If you have any concerns to discuss, please make an appointment to meet with the Director so that we can work together towards a positive solution.

Emergency Preparedness Plan

Our priority is to keep children safe. In case of a disaster that makes our building unsafe, we will take the children to the Orcas Elementary School at 661 School Rd, a designated relief area. If possible, we will contact families. We practice monthly fire drills and quarterly disaster/earthquake drills. Please refer to our Disaster Plan for more detailed information.

Emergency Closures

Power Outages: When the power goes out, we will contact OPALCO in order to find out the duration of the outage. If the power will potentially be out for more than 30 minutes, we must close our facility due to lack of lighting, hot water, and heat. Parents must pick up their children. We will attempt to contact parents first. If they are unavailable, we will call the emergency contact person listed on your child's registration form. It is important that your child's emergency contact understands that a power outage is an emergency and they may be called upon to pick up your child.

Snow Days: We follow the public school snow closures. If the public school is starting late, we will open 30 minutes prior to their start time. If snow occurs during public school closure days, determination will be made by the Director. If a heavy snow starts to fall mid-day, the same procedure will be followed as a power outage. Emergency information can be obtained by calling Kaleidoscope's voicemail, via Facebook posting, and/or through local television and radio.

Child Abuse and Neglect Reporting

The staff of Kaleidoscope is legally bound to report to the Department of Youth, Children, and Families, any suspected child abuse or neglect. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of abuse or neglect. Staff training occurs annually. More information is available in our Healthcare Policy and through the Director.

Mixed Age Groups

In accordance with licensing WAC's, age groups are often mixed at the beginning and end of each day.

Additional Policies Available for Review

Schedules and lesson plans are posted with events that affect you and your child in the classroom. Weekly menus are posted in the hallway. Copies of the following documents are available to review, either online, or through our office.

- Healthcare Policy
- Pesticide Policy
- Bloodborne Pathogen Exposure Control Plan
- Disaster Plan
- Staff Handbook
- Liability Insurance
- Licensing Inspection Reports
- Financial Information