

Summer 2024 Enrichment Care



FAMILY HANDBOOK

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Main Office:

Vashon Youth & Family Services

20110 Vashon Hwy. SW

Vashon, WA. 98070

Phone: (206) 463-5511

Summer Enrichment Site:

Vashon Kids

Chautauqua Elementary School

9309 SW Cemetery Road

Vashon, WA 98070

Site Phone: (206) 930-2592

Email: vashonkids@vyfs.org

Mission Statement:

The mission of Vashon Youth and Family Services is to foster a thriving community of emotionally healthy and resilient children, youth, adults, and families.

WELCOME to the *Vashon Kids* Summer Enrichment Program. We are happy that you have chosen us to care for your children.

This handbook is provided to help answer any questions regarding policies and procedures for the operation of our child care center. Your child's safety and well-being is our primary concern. If you should need further explanation or have any questions or concerns, our child care staff will be happy to assist you.

EDUCATIONAL PROGRAM/DEVELOPMENTAL APPROACH - Purpose of our Program

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive environment of safety, support and care.
- To provide quality care for children regardless of socio-economic background.
- To promote large & small muscle development, intellectual & social development and good health habits.

PHILOSOPHY

We believe that a quality childcare program should provide opportunities and experiences which will stimulate children's physical, social, intellectual and emotional growth. We strive to meet the developmental needs of each age group and the individual needs and temperament of each child.

NON-DISCRIMINATION STATEMENT

All people are welcome at Vashon Youth & Family Services regardless of race, sex, sexual orientation, national origin, religion, or disability. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Program Director to make arrangements.

Daily Summer Schedule - We are unable to accept children into our care except for the times listed above.

HOURS OF OPERATION (MONDAY – FRIDAY 6:30am – 6pm)

<i>Chautauqua Elementary School Site:</i>	1:00-2:00	Enrichment Theme (Bike Club Tues
6:30-8:30 Child-initiated activities		Swimming Wed./Field Trip Thurs.)
8:30-9:00 Outside Play	2:00-3:00	Gym game / Outside Play
9:00-10:00 Breakfast/Free Choice	3:00-4:00	Snack/Free Choice
10:00-11:00 Enrichment Theme activity/	4:00-5:00	Enrichment Theme/Inside Choice
11:00-12:00 Gym game/outside	5:00-5:30	Gym Game/Outside Play
12:00-1:00 Lunch	5:30	Late snack

Children Always Have the Option to be Outside

The summer enrichment program has a daily schedule that is flexible and offers security, independence and stimulation to meet the needs of all youth. Activities reflect the languages and the cultures of the families served.

ENROLLMENT AND ADMISSION: Ages Served: 5 – 12 years

A completed and signed Youth Programs Registration form and Immunization form are required by State Licensing for all children prior to beginning care.

We accept children whose care is subsidized by Washington State Department of Social and Health Services (DSHS). In addition, financial assistance and payment plans are available through Vashon Youth & Family Services. These funds are made possible through our annual Scholarship Fundraising Campaign. Contact the Program Director for more information on subsidized programs or financial assistance.

PAYMENT - Payments must be made prior to attendance and are due to the Vashon Youth & Family office three weeks before the week of summer care.

Recurring credit card charge is available. *A charge of \$3.00 is applied to each credit card transaction.*

Summer Weekly Rates: *Financial assistance is available. If you cannot afford the full cost of care, please ask for a confidential scholarship application.*

Full Time: \$305/wk (5 d/wk), Part time: \$290/wk (4 d/wk), \$270/wk (3 d/wk), Daily: \$110
25% discount for Vashon School district staff or 15% discount is applied on all siblings in care

Cancellation policy: You can cancel/change your child's reservation to get a full refund/credit up to three weeks before the first business day of that week of care. There is no refund/credit for cancellations fewer than three weeks from the first day of the canceled week..

Insufficient Funds: Checks returned as NSF or for account closure accrue a \$12 processing fee.

Financial Aid: Financial aid is available based on income, family size and special circumstances. Contact the Program Director for a confidential Financial Assistance Application.

Days Missed: Tuition pays for all direct operating costs, staff, snacks and materials and must be available for your child whether or not s/he attends. Days missed cannot be deducted from your fee.

Subsidized Care: If your child receives subsidized care, a copy of your authorization must be given to the Program Director prior to your child beginning care. We are unable to accept children for care without current authorization from DSHS. Please contact your caseworker to arrange childcare in sufficient time prior to your child's start at Vashon Kids Summer Program.

HOLIDAY CLOSURES: The center is closed on July 4th & June 19th.

EMERGENCY CLOSURES

In case of emergency, we will do our best to update you via text. Providing your cell carrier in the registration paperwork helps us contact you.

DISASTER PLAN

In case of a disaster, a plan has been designed for response to fire, natural disasters and other emergencies. The plan addresses what we will do if there is a disaster, and parents/guardians are not able to get to their children for two or three days. The plan is at the end of this handbook.

It is extremely important that your child's registration form contain current information. To make changes you will need to give the new information in writing to the Program.

PARENT/GUARDIAN ACCESS

As the parent/guardian of a child in our program, you have free access at all times to all areas of the center used by your child. We invite you to become familiar with the staff and encourage you to visit and participate in the program as often as possible. If during your visit you wish to discuss an individual matter, please schedule a meeting with the Program Director at a time when he/she is not involved with children.

TRANSITION PLAN

Bathroom breaks: one staff will be placed in the hall, with visual access to both the hall and the main room. Upon leaving to go outside or to the gym, one of the staff members will go out first and then count the children joining. Walkie-talkies will inform staff of when children return to enter inside or when children come outside.

BEHAVIOR MANAGEMENT AND DISCIPLINE

Vashon Kids is committed to providing a positive atmosphere that is safe and inclusive to all in our community. To ensure this *Vashon Kids* has a Code of Conduct. Individuals are expected to:

- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, disability, sexual orientation or any other legally protected status.
- Be respectful and cooperative with *Vashon Kids* staff and others,

Other behaviors that will **NOT** be tolerated in our childcare program include:

- Abusive, harassing and/or obscene language or gestures.
- Threats of harm, physical aggression, violent acts, or bullying.
- Weapons of any kind (*Vashon Kids* is a “weapons-free” zone. This includes toy weapons).
- Damaging or defacing *Vashon Kids* property.
- Offensive conduct.
- Purposely leaving the area of supervision without permission.
- Improper exposure.

Engaging in these behaviors will result in immediate disciplinary action, which may include a suspension. In order for a child to reenter after a suspension, a parent conference will be scheduled to develop a behavior contract in order for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to indefinitely suspend a child from our program. We are aware that children sometimes copy the behaviors of other children. We believe that in order for a child to understand the seriousness of their actions, any child engaging in this type of behavior will be disciplined. *Vashon Kids* will take the following steps depending upon the nature of the infraction and the developmental level and/or age of the child:

- Encourage the child to use words, working problems out.
- Redirect the child to new areas.
- Physical restraint will not be used. Staff will relocate children in vicinity of disturbance, attempt to de-escalate a child and call the parent/guardian to come pick up their child.
- Discuss issues with parent/guardian, asking them to observe and share ideas.
- Suspension from the program.
- Parents and staff have a behavior management conference, working together to solve issues following a suspension.
- If behavioral challenges continue, an official letter is sent home documenting our concerns.
- An action plan is made w/ input from parents, other outside professionals, and *Vashon Kids*.
- After a suspension, removal from the program may become necessary for the benefit of the child as well as for the safety of the other children. This is also subject to change depending on the severity of the behavioral challenge.

If you have concerns about the behavior of another child in our program, you need to discuss the matter with supervisor or Program Director. It is inappropriate for you to confront the child or his/her parent or guardian. We respect every child/families' confidentiality and will not discuss the behavior management of others families' children. We are committed to working with you in the best interest of your child and the rest of the children in the center.

BEHAVIORAL EXPECTATION AGREEMENT

Vashon Kids is committed to providing a positive atmosphere that is safe and inclusive to all in our community. To ensure this, *Vashon Kids* has established the following Behavioral Expectations:

- **Respect** – Be honorable and cooperative with *Vashon Kids* staff and others
- **Responsibility** – Be accountable to yourself, others and the environment
- **Honesty** – Engage in fair and truthful play
- **Caring** – Kind consideration towards *Vashon Kids* peers, staff and self

PARENT/ STAFF COMMUNICATION

We know that through effective communication, trust and respect we can build stronger bonds between our staff and the families we serve. We believe that a good enrichment program requires open and ongoing communication between parents/guardians and staff, in the best interest of the child. We encourage you to become involved in your child's development and our enrichment programs.

SEPARATED/DIVORCED PARENTS

The parent/guardian who registers the child for child care will be designated the business contact responsible for payment. *Vashon Kids* may accept enrollment of a child from any parent/guardian or other adult who will make payment for care. *Vashon Kids* will hold the parent/guardian with the business relationship responsible for full payment for care services. Separate bills apportioning payment between separated/divorced parents will not be provided. *Vashon Kids* will provide financial information only to the parent who has the business relationship. This information may include scholarship awards, payment records and attendance records. If *Vashon Kids* is presented with a valid subpoena or other court order, we will comply with the subpoena or court order and provide the information requested. There may be a fee to cover the costs of providing the requested information.

PARENT/GUARDIAN-TEACHER COMMUNICATION/GRIEVANCE PROCEDURE

The staff at *Vashon Kids* strives to achieve the best possible experience for your child and family in our childcare program. We value your feedback both negative and positive so that we are able to improve the qualities of our programming. If you are not having a positive experience we want your feedback. A parent or guardian wishing to share a concern about the center, staff or program should first contact the Program Director at the center. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions are not conducted at the center in front of the children. This prevents disruption and staff are not taking away individual attention from the other children. Individual conferences can be scheduled upon request.

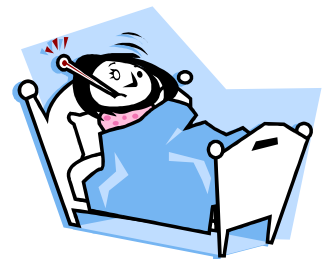
Any complaints should first be directed to the Program Director. If you feel that your concern has not been addressed, you should direct your concerns to the Executive Director of Vashon Youth & Family Services. If the severity of the problem prompts you to contact the licensor, it will be held in confidence. Complaints can be directed by contacting DEL Licensor at 1-866-482-4325.

PRACTICES CONCERNING ILL CHILDREN - *Vashon Kids cannot knowingly accept ill children*

Center staff will observe each child upon arrival and if your child is experiencing any of the following symptoms, we will call you and ask that other arrangements be made for his/her care. Staff caring for children will use the same guidelines. We will try to separate your child from the other children until you arrive. In the case of an ill staff member, they will be sent home and a substitute arranged.

Your child must stay home 24 hours after the occurrence of any of the following symptoms:

- Fever over 100F and one of the following: diarrhea, sore throat, earache, rash and signs of irritability or confusion or any other covid related symptoms.
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea - 3 or more watery stools in a 24 hour period
- Draining rash
- Eye discharge or pink eye
- Communicable diseases



A record of illnesses is maintained in a log as required by licensing and we will report communicable diseases as necessary to the local Health Department. We will also notify other parents/guardians in the center so that they can take appropriate action to protect their children. In order to help prevent the spread of infectious diseases children wash their hands after using the toilet and before eating and the staff will take the following precautions:

1. All blood and body fluids are treated as potentially infectious.
2. Staff will wash their hands with soap and water
 - coming in from outdoors
 - before and after eating
 - after cleaning up spills of body fluids
 - after going to the toilet
 - after providing first aid to anyone
 - after wiping a nose or mouth
 - after using disposable gloves.



- Staff will use disposable gloves when there is a potential of contact with blood or other body fluids.
- Staff will wipe their hands with an antiseptic wipe or cleanser in an emergency, and hands are washed as soon as possible.
- Staff will cleanse all surfaces with a 10% bleach solution or an EPA registered germicide regularly
- The center is equipped with first aid and bio-hazard kits.

MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give it directly to a staff member when you sign-in your child, rather than giving it to your child. **Written parental/physician consent is required for us to administer any medication.** Medications are stored in a locked box out of the reach of children and records of the administration are maintained in a medication log. The staff will be responsible for administering medication as per instructions.

All medication must be in its original container with dosage properly labeled, with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration or prescription label. To give liquid medication, you must also provide a measuring device designed specifically for oral or liquid medications. Any unused medication will be returned to you or properly disposed.



A physician's written authorization with prescribed dosage is required for non-prescription medication. Written parental consent is also required for sunscreen. We cannot give aspirin/Tylenol to children except with a written authorization from a physician.

For life threatening and/or chronic conditions (i.e. asthma, allergies, diabetes, ADD) you will be required to fill out a medical plan. This plan will contain information about signs of an emergency and steps to take if a child needs daily and/or emergency medication.

MEDICAL EMERGENCIES

The registration form you completed to enroll your child in our program included a medical release giving us permission to seek medical attention for your child in case of an emergency. **Please update this form in writing as necessary with any changes in home, work, or medical phone numbers.**

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer first aid and CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff

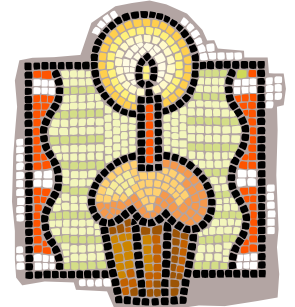
member will accompany your child and will stay with him/her until you arrive.

For minor emergencies and injuries, all of our staff are trained in first aid and will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed. For minor injuries that do not require us to notify you immediately, an accident report will be given to you when you pick up your child explaining what happened and how the situation was treated.

Accident reports are completed for our records and recorded in our medical log. We are required to notify the Department of Social & Health Services (DSHS), by phone and in writing, of any serious injuries that require medical treatment, illnesses that require hospitalization, occurrence of food poisoning or communicable disease.

BIRTHDAYS

Birthdays are a special time for children and we are happy to help you celebrate their special day! You are welcome to send a treat (store-bought only) on your child's birthday. Please check with the Program Director to make arrangements and learn about any food allergies. We ask that birthday party invitations not be passed out at the center, to avoid any hurt feelings.



STAFFING & STAFF TRAINING

In the summer program a staff to child ratio of 1:12 is normally maintained to assure individual attention and proper supervision. At no time do we exceed state licensing that requires a ratio of 1:15 for school age children.

Our staff have had previous experience working with children and attend regularly scheduled training events. *Vashon Kids* is committed to providing the initial 30 and on-going 10 hour state-mandated STARS trainings to all full time employees. All staff have a current TB test, maintain current certifications in CPR and First Aid and are trained in HIV/Aids and Child Abuse Prevention. Our staff will receive training through Schools Out Washington, Red Cross, local conferences, and in-service trainings. In addition, staff and volunteers are thoroughly screened (including criminal history checks) prior to employment. To protect our staff and volunteers, we request that you **DO NOT** ask a *Vashon Kids* employee or volunteer to baby-sit for your child(ren). Our staff **ARE NOT** allowed to attend any functions with your child(ren) outside of *Vashon Kids* programs, including sleepovers, birthday parties, etc.

CHILD ABUSE REPORTING LAW REQUIREMENTS

As with other child oriented agencies, *Vashon Kids* staff are mandated by Washington State Law to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. We may not notify parents if this occurs except upon the recommendation of Child Protective Services (CPS) or the police. Our staff has received training in the recognition and reporting of child abuse.

STATEMENT FOR PREVENTION OF ABUSE

The following document is given to all employees and volunteers upon hire:

“A principal endeavor of *Vashon Kids* is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to *Vashon Kids*. Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the *Vashon Kids* has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting

and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- Giving personal gifts to program participant(s) or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbal, physical, sexual, or emotional abuse or punishment of children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons, with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that *any* child abuse exists, it should be reported to your supervisor or VYFS executive director so that proper reporting can be initiated. Inability to consult with a supervisor or VYFS executive director should not delay a call to authorities. Mandated reporters are required by law to report known or suspected instances of abuse and not doing so is a gross misdemeanor.
- At the first reasonable cause to believe that *an employee or volunteer* has either crossed the boundaries of appropriate interactions, or has abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the VYFS executive director. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from VYFS employment or volunteer status, and following the VYFS protocol on reporting to the appropriate authorities.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or VYFS executive.
- Employees are required to fully cooperate with an investigation by the VYFS, any law enforcement agency, or any other authorized outside agency, and failure to do so is considered misconduct and will result in termination.

TRANSPORTATION AND FIELD TRIP ARRANGEMENTS

As part of our program, we try to provide field trip experiences for children. We will notify you at least one day prior to a field trip. **Parents/guardians will be required to sign a field trip permission form.** Any fees associated with a field trip will be the responsibility of *Vashon Kids*. King County Metro will be used for field trips.



MEALS AND SNACKS SERVED

All children in our care will be provided a morning and afternoon snack daily. For those children in care for more than 9 hours, an additional evening snack will be offered. Each snack served at our center includes two of the following components: dairy product (milk, butter, and yogurt), protein (cheese, peanut butter, meat, and beans), bread product (bagel, crackers, and bread) or fruit, vegetables or juice.

Parents/Guardians will need to provide lunches. To meet Washington State Licensing Requirements, lunches provided by parents/guardians need to include each day: a protein food, and two servings of fruit or vegetables. We can provide you with guidelines developed by the State Department of Health to assist you with planning and portion sizes. If, for some reason, your child's lunch does not meet the state guidelines, we will send a notice and an informational guide with suggestions for a nutritional lunch. Snack menus are prepared at least one month in advance and will be posted for your review on the Parent Information Board. A written list of foods that your child cannot consume has been provided to us on the registration form. Dietary restrictions and nutritional

requirements for particular children are posted for the staff. It is not possible for us to provide nutrient concentrates or supplements except with written permission from your child's health care provider. If you have any concerns regarding food preparation or menus, please feel free to discuss this issue with the Program Director.

SIGNING IN AND SIGNING OUT REQUIREMENTS

Washington State Law requires that parents/guardians must sign via the computer or on the attendance sheet when dropping off and picking up children. **You will need to sign the time in/out and use your full signature.** Our staff will sign-out children when they leave for school and sign-in children when they return to the program.

The parent/guardian who enrolled the child is our primary contact. Both parents/guardians are allowed to visit and pick up their child except when access is restricted through a current legal restraining order. Children can only be released to adults that you have authorized on the registration form unless we are given written permission to release your child to another adult. Photo ID is required to verify identification. For the safety of your child, we will be willing to assist in making other arrangements for anyone who appears to be under the influence of drugs and/or alcohol. We will contact 911 if there is reason to believe that the child is in danger.

POLICY FOR LATE PICK-UP

Vashon Kids closes at 6pm. If an unforeseen emergency arises and you will not arrive on time, please contact us to assure both the staff and your child that you are on the way. If it is after closing time, staff will first notify the authorized adult(s) to ensure that someone is on the way. If this contact cannot be reached, the emergency contact(s) will be called. Repeated late arrivals may result in suspension from the program. In the case that a family member or emergency contact does not arrive to pick up a child state law requires us to contact Child Protective Services (CPS) or the local police department.

INSURANCE

It is the responsibility of every individual, their parent or legal guardian, to provide for their own accident and health coverage while participating in all *Vashon Kids* activities. *Vashon Kids* does not provide any accident or health coverage for its participants.

DIVERSITY

We respect the varied backgrounds and cultures of our diverse staff and volunteers. We take responsibility for creating an atmosphere that encourages diversity, acceptance and sharing. We work towards bringing our community together for a more peaceful and fulfilling future. We share our feelings—the fears and the joys—about diversity honestly as we work toward a better understanding of everyone in our community.

RELIGIOUS ACTIVITIES

In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. We expect that the center will reflect and respect the diversity in our community.

CULTURALLY RELEVANT/ANTI-BIAS STATEMENT

Vashon Kids is committed to providing developmentally and culturally appropriate services that: respect, support and reflect children and families in our program; cultivate understanding and caring among children, families and staff; and incorporate an anti-bias approach to curriculum. VYFS recruits diverse staff and is committed to providing career development opportunities that include training on culturally relevant, anti-bias practices and building stronger relationships among children, families, & VYFS staff. We are committed to a gender-balanced, non-stereotypical curriculum where all children will be allowed and encouraged to participate in all activities, free from conflict. The VYFS

staff respect all cultures and belief systems and encourage children to talk about their thoughts in an open and honest way that promotes interactions. Our program encourages families, extended families and the community to share interests, hobbies and cultural information and activities.

SPECIAL ACCOMMODATIONS

If you cannot afford the full cost of *Vashon Kids*, please ask for a confidential financial assistance application. Financial assistance is available to those in need. If you have a disability and need further assistance or information please contact the Program Director.

ADA COMPLIANCE AND SPECIAL ACCOMMODATIONS FOR YOUTH PROGRAMS

Vashon Kids seeks to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. This includes individuals with a physical or mental impairment that substantially limits a major life activity, individuals with a record of such impairment, or individuals who are regarded as having such impairment. We hope that many of the changes we make to accommodate disabled individuals also will provide us with facilities and services that will better serve all people, not just those with disabilities. Despite our best efforts, it may not be possible in for *Vashon Kids* to accommodate the disability or special needs of a particular child. This occurs in two circumstances:

- The individual's disability or special needs present a significant risk to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level
- The required accommodation would require a fundamental change to the *Vashon Kids* program or otherwise would present an undue burden for *Vashon Kids*.

For some children, special accommodation needs may appear later, or may change over time. *Vashon Kids* staff will make ongoing assessments of your child's needs, and will require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program. All children are expected to abide by the Code of Conduct or stated behavior expectations.

Please **DO NOT** let your child bring matches, knives, or other electronics. Please do not send chewing gum or caffeinated soda with your child. *Vashon Kids* is not responsible for lost, broken or stolen personal items.

****The *Vashon Kids* is a "weapons-free" zone. This policy includes toy weapons****

PET POLICY - *Chautauqua Elementary site does not allow for pets.*

PESTICIDE POLICY - You will be notified within 24 hours of the application of any pesticides. We will inform you of what product has been used, and where it has been applied.

VOLUNTEERS - All interested parents/guardians are welcome.

Thank you for enrolling your child(ren) in our program. We hope this handbook has answered any questions you may have. If you need further assistance, please feel free to contact the Program Director or email vkadmin@vyfs.org

Emergency Plan

This plan is reviewed with staff during orientation and with parents and guardians at the time of enrollment. The plan is reviewed with staff and parents annually, or sooner if the plan is updated.

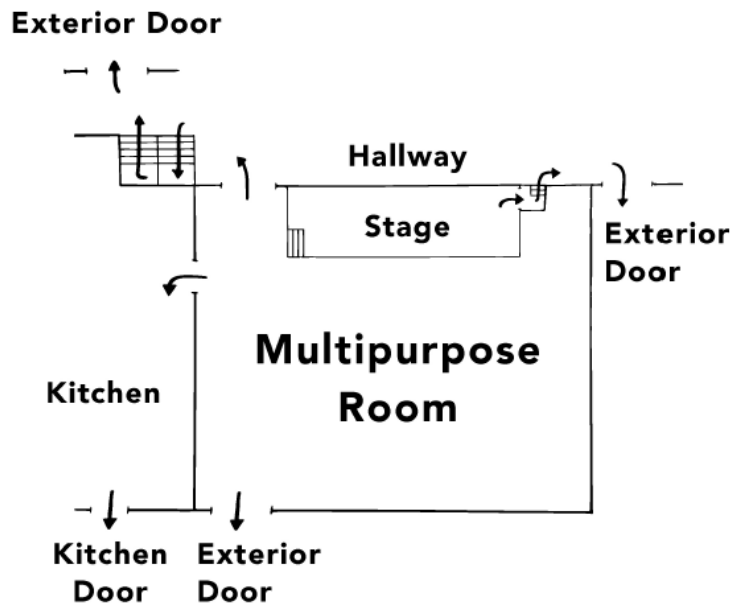
Emergency Phone Numbers *In an emergency Call 911*

	Contact Name	Phone Number	Email / Web Site
Fire/Rescue (911)	For 911 calls: Tell the	dispatcher King County	WA Vashon Island
Police (911)			
Poison Control Poison Center		800-222-1222	www.poison.org
Local Hospital	Harborview	(206) 744 3000	https://www.uwmedicine.org/locations/harborview-medical-center
Electric Company	Kevin Dickerson	(206) 200-3305	kdickerson@vashonsd.org
Gas Company	Kevin Dickerson	(206) 200-3305	
Water Company	Kevin Dickerson	(206) 200-3305	
DEL Licensor	Brittany Grgich	(360) 233-6373	brittany.grgich@dcyf.wa.gov
CPS/DSHS Children's Administration Intake		1-866-EndHarm	

Describe how to sound the alarm and actions to be taken by a person discovering an emergency.

We have, at our two emergency exits, the school alarm boxes. All staff carry walkie talkies.

EMERGENCY EXIT PLAN



About the Early Learning Program

Program name	Vashon Kids c/o Chautauqua Elementary School	
Program address	9309 SW Cemetery Rd, Vashon WA 98070 Program is operates from public school premises.	
Nearest cross street or landmark	Vashon Highway & Cemetery Road	
Facility phone number (phone should have at least 5 hours backup power)	(206) 463-5511	
Contact name and number	Dalinda Vivero	
List two emergency contacts name and phone for different disasters (example: single home fire, power outage flooding, wide spread flooding).	In area Jeni Johnson (510) 866-6820	Out of area (at least 100 miles away) Siira Rieschl (206) 229-7004
Number of enrolled children and children on typical day	45 licensed, ~35 typical	
How the program will account for children, staff, visitors during an emergency or evacuation (maintain required children/staff ratio)	The lead staff will take the emergency backpack with all the children's information and first aid supplies; site phone; roster of children. We will go to the athletic field west of the building, take attendance, make sure we always maintain staff to child ratios and wait for further instructions. If there is need for more staff, we will contact our agency, Vashon Youth & Family Services (VYFS) for back up. If we need to shelter in place because of an environmental disaster or active shooter we will lock all our doors, go to the stage & close the stage curtains and wait for further instructions.	
Action to be taken if the Early Learning Provider has an emergency that leaves children unsupervised	We always have 3 or more staff. The agency is on the campus 5 minutes away and can be called for support.	

How will parents/guardians be contacted and reunite with children after the emergency:

Parents/guardians will be contacted via a text after the emergency ends. Parents can contact us via phone, or by coming to the locations designated in this plan.

If the emergency is a community-wide event, and children are not able to be collected by parent/guardians or other authorized pickup, Vashon Kids is equipped to provide care for up to three days. Vashon Kids stocks and rotates emergency food, water, and supplies for such an event. If after 3 days, parent/guardians or authorized emergency contacts cannot be reached, Vashon Kids will work with local authorities/emergency responders to safely relocate children.

<p>Procedure for Evacuation</p> <p><i>This procedure applies to any emergency where evacuation is required. Examples: Fire, strong smell of gas, after an earthquake</i></p>	<ul style="list-style-type: none"> • <i>Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle, walkie-talkie)</i> • <i>Evacuate the building quickly and calmly.</i> • <i>Any child not capable of safe evacuation will be carried by staff to the meeting place.</i> • <i>Take Grab-n-Go Bag and Emergency Supply Kit, if immediately available.</i> • <i>Have staff person check areas where children may be located or hiding before leaving building.</i> • <i>Gather in McMurray field outside and account for all children, staff, and visitors.</i> • <i>Call 911 from outside of building.</i> • <i>Do not re-enter building until cleared by authorities /fire department.</i>
<p>Alternative meeting place if the primary location is unsafe</p>	<p><i>If the McMurray field is not available or unsafe, we will walk to the high school field near the agency office.</i></p> <p><i>If transportation is required, we will take King County Metro.</i></p>

Lockdown / Shelter-in-Place Procedures


Lockdown may be required with an active shooter or a dangerous person is in the area. There may be emergencies where you may need to shelter-in-place due to atmospheric contamination or radiation leaks. In both cases, listen to your radio or TV to stay informed.

<p><i>Describe or draw a diagram showing the safest area of the building where children will go for each emergency.</i></p>	<p>The stage, with the curtains drawn and all the doors locked, is our safest area for a lockdown, and the cafeteria for shelter-in-place.</p>
<p><i>Detail the location of emergency kits, which must be available in the safe areas.</i></p>	<p>Grab-n-Go bag is at intersection of areas for easy adult reach in all situations</p>

<p>Procedures for Lockdown</p>	<ul style="list-style-type: none"> • Lock outside doors and windows. • Close and secure interior doors. • All staff & children go onto stage & close curtains • Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor. Keep to edges of the area. • Maintain calm atmosphere in room by reading or talking quietly to children. • Remain in lockdown until notified by local authorities.
<p>Procedures for Shelter-in-Place</p>	<ul style="list-style-type: none"> • Gather everyone inside. • Shut down ventilation system, fans. • Close and lock doors and windows. • Account for all children. • Close internal doors to halls. Close as many interior doors as possible. • Seal off windows, doors, and vents as much as possible. • Monitor radio for information and emergency instructions.

Earthquake Procedures

An earthquake is a sudden and violent shaking of the ground that comes without warning. The key to getting through this disaster is being prepared and to remain calm.

Procedures for During an Earthquake	<p>Take safe position beneath the cafeteria tables.</p> <ul style="list-style-type: none">• DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.• COVER your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.• HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
	
Procedures for After an Earthquake	<ul style="list-style-type: none">• Account for all children, staff, and visitors.• Check for injuries and administer first aid as necessary. Call 911 for any life-threatening emergency.• Expect aftershocks.• Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly.• Escort children to designated meeting spot outside and account for all children, staff, and visitors.• Shut off main gas valve if you smell gas or hear hissing sound.• Monitor radio for information and emergency instructions. Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.• Call out-of-area contact when possible to report status and inform of immediate plan.• Remain outside of building until it has been inspected for re-entry.

Extreme Weather: Severe weather may present a danger year-round. Whether it's extreme heat, cold or threat of a harsh storm in your area, your plan should cover all severe weather potentials for your area.

<p>Procedures for Extreme Weather</p>	<ul style="list-style-type: none"> • How will you determine if program is to remain open? • How will you notify parents/guardians to pick up or not drop off children if program is to be closed? • Monitor radio for weather updates and any emergency instructions • If site is to remain open during severe weather: • Evacuate to your safe location when instructed by authorities. • Take emergency kit with you. • Once out of danger, contact parents/guardians or emergency contacts. • If you can't get through to them, phone out-of-area emergency contact to let them know of your location.
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Grab and Go Emergency Kit: A Grab and Go kit includes things you may need in the first hours following an emergency, and contains only a portion of your total disaster supplies. Adapt this list to include things the children in your care may need.

<i>Describe where "grab and go bags" are located.</i>	Adult-accessible zone to the North of the parent/guardian table
<i>Describe how you will keep each child's emergency contact information up to date</i>	Child information is updated in the emergency binder at least twice a year (school year & summer enrollment)
<i>and how medications will be accessible in an emergency</i>	Lifesaving medications are in locked bankers' bags in the grab and go bag
<i>Describe supply rotation system to prevent expiration.</i>	Distant expiration dates + calendar reminders + snack food as part of our regular rotation

First Aid Kit: Required Supplies	
	Disposable nonporous protective gloves
	Adhesive bandages (assorted sizes)
	Small scissors
	Tweezer
	Elastic wrapping bandage
	Sterile gauze pads
	Instant Cold compress packs
	Mercury free thermometer that uses disposable sleeves or is cleaned and sanitized after each use
	Sling or large triangular bandage
	Adhesive tape
	CPR mask with a one way valve
	Current first aid manual

- We have on our premises a 3+ day supply of food and life sustaining child medications

	One gallon of water per person per day, a 3-day supply (rotate stock)
	Age appropriate non-perishable food, a 3-day supply of (rotate stock)
	Hand crank or Battery-powered radio and extra batteries
	Flashlight and extra batteries
	First aid kit (inspect every six months to check expiration dates)
	Whistle to signal for help
	Dust mask to help filter contaminated air
	Moist towelettes, garbage bags and plastic ties for personal sanitation
	Blankets & Popup shelters
	Dishes, utensils, and cups for food and water
	Local maps
	Cell phone with chargers, inverter or solar charger
	Two copies of Emergency Action Plan / Child's emergency contact information
	Age-appropriate time passers
	Emergency medication (rotate every six months or sooner if required)
	Instant alcohol-based hand sanitizer

<i>Describe supply location.</i>	External supply shed within view of program room
<i>Describe how you will keep each child's emergency contact information up to date and how medications will be accessible in an emergency.</i>	Child emergency information is updated 2x a year with school year and summer program registration, or annually for those not attending summer. Vital medications are in locked bankers' bags in the grab & go pack
<i>Describe supply rotation system to prevent expiration.</i>	Distant expiration dates + automated reminders

Vashon Kids practices and records emergency drills with varying staff & times, and all present children for a) fire and evacuation, 1x/month, b) Earthquake/lockdown/shelter in place quarterly.