



# **Early Learning Preschool FAMILY HANDBOOK 2022-2023**

Revised July 2022

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## Welcome

Welcome to the Bellevue School District’s Early Learning Preschool Programs. We offer comprehensive programs to meet family needs. Our programs are convenient, affordable and the Bellevue Schools quality you have come to expect. This handbook includes information regarding the procedures for the operation of our sites. If you have any additional questions, our office and teaching staff will be happy to assist you.

## Preschool Vision

Our preschool classrooms provide developmentally appropriate activities and experiences through linguistically and culturally appropriate curriculum. We promote inclusionary placement options for preschoolers with disabilities and those furthest from socioeconomic justice. Creating inclusive classrooms, our educators implement effective evidence-based strategies that improve the learning and well-being outcomes for all students, and we support and encourage families to partner in their child’s education.

## Bellevue School District Vision and Mission

The Vision of the Bellevue School District is to affirm and inspire each and every student to learn and thrive as creators of their future world.

The Mission of the Bellevue School District is to serve each and every student academically, socially and emotionally through a rigorous and relevant education that is innovative and individualized. As a learning community that values one another’s humanity, we provide courageous support for an equitable and exceptional education for all students.

### Business Office Information:

Phone: .....425-456-4030

Fax: .....425-456-4039

Mailing address: .....Bellevue School District  
ELP  
PO Box 90010  
Bellevue, WA 98009

Email: .....[ELP@bsd405.org](mailto:ELP@bsd405.org)

Website: .....[www.bsd405.org/elp](http://www.bsd405.org/elp)

## Enrollment and Admission Requirements

Bellevue Schools' Preschool Programs serve children ages 3 through 5 years.

- **Half Day Preschool:** available 3 hours per day at selected locations; program is offered 4 days per week. Program follows the elementary schedule and calendar.
- **School Day Preschool:** available School Day: 6.5 hours on Monday, Tuesday, Thursday and Friday and 3 hours on Wednesday (Start times may stagger 10-15 minutes before or after elementary location start time. *The Spanish preschool and Mandarin preschool program are offered at selected locations.*
- **Working Day Preschool:** working day preschool is available from 7:00 am to 6:00 pm. Tuition includes early dismissal on Wednesdays. *The Spanish preschool and Mandarin preschool program are offered at selected locations.*
- **ECEAP (Early Childhood Education and Assistance Program) :** ECEAP is tuition free for qualified families, funded by Washington State for children 3 and 4 years old. Children are eligible for ECEAP based on their age and family income. ECEAP staff work closely with parents to support their children's health and education and to meet family goals. They help families access medical care, dental care, and social services. \*additional polices available for review for ECEAP enrolled families

The district accepts state subsidy payments at selected locations. Please contact the Early Learning Business Office if you receive subsidy and would like to enroll.

Programs for children with physical disabilities, special needs, or who are medically fragile, are available after completion of an evaluation of the child's needs. Please provide the Early Learning Programs office with a copy if your child has an Individual Education Plan (IEP), Individual Health Plan (IHP), 504 plan or Individualized Family Service Plan (IFSP)

Please complete the following items and return them to the Early Learning Program Business Office prior to your child's first day. Incomplete and/or missing items may cause a delay in your child's enrollment.

- Student Registration Form
- Developmental Information Form
- Health Information/Emergency Form
- Certificate of Immunization Status Form
- Financial Agreement

## Immunizations

Students entering school (preschool - grade 12) must get the required doses listed in this chart to be in compliance with immunization requirements. The requirements follow the national Advisory Committee on Immunization Practices (ACIP) Immunization Schedule with requirements specified by grade level.

To find the doses required, look at the row that includes the student's grade and the column for the required vaccine. For example, a student entering kindergarten needs two doses of MMR vaccine. The requirements and rules vary depending on the student's grade.

## Child Care and Preschool Chart for Parents



**Instructions:** To see which vaccines are required for child care or preschool, find your child's age and look only at that row going across to find the vaccines and doses needed. Children must meet minimum vaccine intervals and ages to be in compliance. Please talk to your health care provider or child care/preschool if you have questions. Additional immunization resources can be found at <https://www.doh.wa.gov/scci>.

	<b>Hepatitis B</b>	<b>DTaP</b> (Diphtheria, Tetanus, Pertussis)	<b>Hib</b> (Haemophilus influenza type B)	<b>Polio</b>	<b>PCV</b> (Pneumococcal Conjugate)	<b>MMR</b> (Measles, mumps rubella)	<b>Varicella</b> (Chickenpox)
<b>By 3 Months</b>	2 doses	1 dose	1 dose	1 dose	1 dose	Not routinely given before 12 months of age	Not routinely given before 12 months of age
<b>By 5 Months</b>	2 doses	2 doses	2 doses	2 doses	2 doses		
<b>By 7 Months</b>	2 doses	3 doses	3 doses	2 doses	3 doses		
<b>By 16 Months</b>	2 doses	3 doses	4 doses	2 doses	4 doses	1 dose	1 dose
<b>By 19 Months</b>	3 doses	4 doses	4 doses	3 doses	4 doses	1 dose	1 dose
<b>By 7 years or Kindergarten entry</b>	3 doses	5 doses	Not routinely given to children after 5 years of age	4 doses	Not routinely given to children after 5 years of age	2 doses	2 doses

Completed registration materials are accepted at the Early Learning Programs Business Office via:

**FAX** to the Business Office at .....(425) 456-4039

**RETURNED TO** the Business Office at.....12011 NE 1<sup>st</sup> St Suite 209  
Bellevue, WA 98005

**MAILED** to the Business Office at.....Bellevue School District  
ELP PO Box 90010  
Bellevue WA 98009

## Tuition

*Tuition is due on or before the 10th of each month prior to the month of service. (Example: The October tuition is due on September 10th). Account questions or adjustments can be answered by calling the Business Office at (425) 456-4030. You can pay tuition online with a credit card or bank draft through our online payment portal. Payments in person only at the Accounting Department (no CC/only checks or cash). Please call our office if you would like to set up automatic payments. To stop or change a monthly credit card authorization, written notice must be received at [elp@bsd405.org](mailto:elp@bsd405.org) at least 10 business days prior to the tuition due date. Changes or cancellations cannot be made via telephone. All past due accounts are subject to withdraw if payment arrangements have not been made with the ELP office prior. In order to re-enroll, the balance must be paid in full.*

The Early Learning Preschool Programs have a business relationship with the parent/guardian who has registered the child and who makes payments as indicated on the financial agreement form. The business relationship parent/guardian is responsible for the full amount of tuition. We are unable to accept tuition payments from multiple parties.

Tuition is charged from September through June regardless of the number of actual days of service per month. No additional fees are charged for field trips or special activities. Children enrolled in any program are reserving time, space, supplies and staffing whether or not your child attends. *Therefore, days missed cannot be deducted from your monthly fee.*

*Credit will NOT be given for occasional days missed due to illness, vacations or emergency closure days.*

**Withdraws:** A 30 day written notification is required to withdraw from the program. Written notification must be sent to [elp@bsd405.org](mailto:elp@bsd405.org). **You may include your child's Teacher however this does not count as formal notice of withdrawal.** If you provide less than 30 days written notification you will be responsible for the tuition.

Reimbursement Forms: Employer reimbursement forms are signed by the Early Learning Preschool Program Business Office. School staff are not able to sign these forms as tuition payments must be verified and center staff are unable to access this information.

Tax Information: Bellevue School District Tax ID number is 91-6001637. Account statements are available only upon request.

## Program Information

The Early Learning Preschool Programs provide a convenient, affordable and quality learning environment for a multi-aged grouping of children. The program will be consistent with, or exceed, state licensing requirements. Appropriately planned and well-supervised activities will be provided which are designed to meet the developmental needs of the various age groups. A typical daily schedule will be posted at each site. Parents/guardians will be notified about activities and special events through bulletins and/or newsletters. Our fully inclusive classrooms implement strength-based practices for supporting children and their families by creating a safe space for gender identity expression, culturally relevant teachings with a focus on diversity, and individualized support for dual language and strength based instruction for varying abilities.

Our Early Learning Preschool Programs take a whole child approach designed to prepare children for success in Kindergarten. Daily skill building happens both through play and structured whole and small group lessons. Our skilled educators will be using Creative Curriculum, Beebot's Computer Science, Handwriting without Tears and Second Step Social Emotional Curriculum, all which mirror Bellevue School Districts K-5 curriculum. These research-based and culturally relevant curricula include individualized planning for children's developmental needs. To learn more about these curricula, please talk with your child's teacher.

Throughout their day, children will be engaged in both large and small group instruction, outdoor play, and manipulative activities. *The Spanish and Mandarin preschool programs introduce children to Spanish/Mandarin language and culture. Activities such as songs, poems, stories are taught in both English and Mandarin/Spanish. For more specific information about the daily schedule and curriculum, contact your child's teacher.*

## Screen time

Films and shows related to the curriculum may be shown on occasion. At such times, children may choose not to watch and may participate in other activities. Computers and IPADS (including Smartboards) are generally available in classrooms and are used for student learning and instruction.

## Supervision

All children are within continuous visual and auditory range of center staff. Toilet trained children will be within auditory range while using the toilet. During transition times, such as preparing to go outdoors/returning from outside, staff count the number of children present and use a checklist with the children's names on it to keep track of each child.

We request that you inform your teacher if your child will not be attending school for the day.

## Non-School Days

All centers will be closed on days designated as classified administrative holidays on the Bellevue School District calendar.

## Behavior Management

Each Preschool Early Learning Program teacher works directly with their students to develop classroom routines and behavior expectations that are appropriate to their age and their developmental abilities. Learning how to manage their behavior and to be successful in a group setting is a key objective. The teacher uses a variety of approaches to teach social and emotional skills that are required for success in the classroom. For example, they will communicate directly with children to re-direct problematic behavior through a variety of strategies. Appropriate strategies may include: planning ahead to avoid problems, giving clear instructions and expectations, helping children to understand the logical and natural consequences of their actions, as well as developing clear expectations and implementing them consistently. It is our goal to keep children safe, engaged in learning and play, and to respect the rights and needs of every child attending our programs.

In the event that a child's behavior becomes a danger to themselves or others, or is disruptive to the classroom experience overall, the following additional steps will be used when needed:

- Communication between parent and staff in which problems and possible solutions are discussed. Conferences will be scheduled as needed.
- Communication with other school personnel including teachers, counselors, and/or principal to coordinate consistent practices between school day and after-school activities.
- When needed an individualized behavior plan will be developed and implemented. This plan will be implemented according to the individual needs of the child and will emphasize changing the unacceptable behaviors, encouraging cooperative resolution of conflict, and include fair and natural consequences for the situation.
- At times, an outside agency may be contacted to observe and provide assistance in the development of a behavior plan.

Every effort will be made for the staff and parents/guardians to work as a team to support the child in developing appropriate behaviors. **At no time will corporal punishment in any form be allowed on the premises by anyone, including parents/guardians. Preschool has a no expulsion policy.**



## Prohibition of Harassment, Intimidation and Bullying

(District Policy 3207 and Procedure 3207P)

The Bellevue School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. The District is committed to providing a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes, but shall not be limited to, all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, socio-economic status, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

### Definitions

**Harassment, intimidation or bullying** is any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, culture, gender, socio-economic status, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- a. Physically harms a student or damages the student's property;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

**Discriminatory harassment** includes conduct that is based on a student's status as a member of a protected class and is sufficiently severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the school's education programs or activities.

**Sexual harassment** as defined in this procedure, means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
- b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education, or
- c. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational performance, or of creating an intimidating, hostile, or offensive educational environment.

### **Staff Intervention**

All staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure. Regardless of the magnitude, all incidents shall be taken seriously and handled accordingly.

### **Filing an Incident Reporting Form**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

In order to protect a targeted student from retaliation, a student need not reveal his or her identity on an Incident Reporting Form. The form may be filed **anonymously** (example: an unsigned letter dropped on a teacher's desk), **confidentially** (example: a student reports bullying, but asks that nobody know who reported the incident), or **non-confidentially** (the student may choose to disclose his or her identity).

### **Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If

there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

2. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
3. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
4. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
5. The investigation will include, at a minimum:
  - a. An interview with the complainant;
  - b. An interview with the alleged aggressor(s);
  - c. A review of any previous complaints involving either the complainant or the alleged aggressor(s); and
  - d. Interviews with other students or staff members who may have knowledge of the alleged incident.
  - e. An interview with the parent, as appropriate.
6. The principal or designee may determine that other steps must be taken before the investigation is complete.

7. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor(s) stating:
  - a. The results of the investigation;
  - b. Whether the allegations were found to be factual;
  - c. Whether there was a violation of policy; and
  - d. The process for the complainant to file an appeal if the complainant disagrees with the results.

### **Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

### **Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate.

### **Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

### **Bellevue School District's Tip Reporting Service**



*Safe Schools Alert* is a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 425.324.3875
2. **Text:** Text your tip to 425.324.3875
3. **Email:** 1177@alert1.us
4. **Web:** <http://1177.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you are concerned about. You can submit a tip anonymously online or by telephone. More information, including the *SafeSchools Alert* Terms of Use and Privacy Policy, is available online at <http://1177.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

### **\*Access**

No adults, other than Bellevue School District employees, may have unsupervised or regular access to children in our programs. \*Any person wishing to volunteer on a regular basis must follow specific State and District regulations applicable to working with children and will undergo a criminal background check through the Washington State Patrol.

\*Parents/guardians are welcome to visit their child's center at any time. Please schedule an appointment if you would like to meet with your child's teacher.

### **\*Sign-In and Sign-Out Requirements**

Parents/guardians must sign their complete, legible signature upon arrival and departure of their child. Both parents/guardians are allowed to visit and pick up their child except when access is restricted through a current legal restraining order. Please provide the Program office with a copy of the court order. Children will be released only to adults authorized on the registration form. Staff will ask for verification of identity before releasing a child.

The classrooms with working day preschool open at 7:00am and close at 6:00pm. We know that, occasionally, unavoidable situations occur that may impact your ability to arrive at the center and pick-up your child before closing time. Snowstorms, car mechanical issues, Metro bus schedule changes and other circumstances do happen. Preparing your child with your family plan in advance will help reduce their anxiety and worry when you have not yet arrived, and the center has closed. We'd like to share with you some of the most common advance arrangements that families have found successful when these emergency circumstances have occurred.

1. **Be sure to complete the Emergency Contact Information on your child's Release Form.** You may also list additional individuals who are authorized to pick up your child. If your child is still at the center at 6:00pm, the staff will first attempt to contact you. However, if you are unable to pick-up your child, the staff will contact and notify your Emergency Contact and any other adult authorized to pick-up your child that they have not been picked-up and that according to our records, they are the designated emergency contact for child pick-up.
2. **Contact the Center, as soon as possible, to let them know that you will not be picking-up your child and that an emergency contact or other authorized adult will be at the center for your child.** This allows us to prepare your child for the change in routine and assure them that their parent is "okay".
3. **Consider involving your older child in the discussion of the Emergency plan.** This may bolster your child's feeling of security by knowing in advance what will happen.

As state mandated reporters for child abuse or neglect, staff are required to contact CPS/law enforcement if a child remains at the center one half-hour past closing time. If late pick-ups occur repeatedly, it may result in suspension and/or removal from the program. We care about your children and do not want to have any family contacted by CPS/ law enforcement or be suspended or removed from the center. Children who are expecting and waiting for their parent to arrive frequently become frightened and upset when they realize it is past closing time. Please let us know if you have questions or need assistance to develop your Emergency pick-up plan.

For the safety of your child, we are 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.

### **Child Custody**

At times families may be going through divorce or custody issues that can impact the child and family in various ways. There are court ordered documents that restrict access to a child/children while on Bellevue School District property. If so, we need to have a copy of the legal documents stating the conditions of the restrictions. When there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the program will not permit the student to visit with or be released to that parent, or other person. A child may be released to either parent/guardian or anyone they have authorized if no current court issued order is on file.

## Transportation

In most cases parents/guardians must provide transportation for preschool programs.

### Field Trips

As part of our program, we occasionally provide field trip experiences using School district buses and drivers. Drivers meet all Bellevue School district requirements. Occasionally, public bus transportation is used. Parents/guardians will be notified in advance and are required to sign a field trip permission form. Approval over the phone cannot be accepted. There are no additional fees for any field trips. In the event a child exhibits behavior that presents a serious safety concern for that child or others; and the program is not able to reduce or eliminate the safety concern through reasonable modifications, the child's access to field trips may be restricted and/or contingent on additional supports.

### Adverse Conditions

**Emergency Release**—if school closures are necessary due to adverse conditions (snow, flooding, earthquake, power outage, etc) the following procedures will occur:

- **Late Start:**

If Bellevue School District Elementary schools have a 2 hour late start--- Early Learning Preschool Programs will also have a 2-hour delay in opening time. This includes the working day preschool classrooms. All ½ day preschool classes will be cancelled.

- **Early Dismissal:**

If the elementary school closes during the school day, Early Learning Preschool Programs will close early and staff will remain on site with children until parents/authorized pick-up person arrives to pick up the child. Staff will contact parents/guardians to inform them of adverse conditions. Information will be announced on local radio and television stations and posted on the district's website.

Information will be announced on local radio and television stations and posted on the district's website. In the event of closure due to snow or emergency conditions, refunds will not be given for any closed days.

## \*Practices Concerning an Ill Child

Program staff will observe each child upon arrival and if your child is experiencing any of the following symptoms, you will be notified and asked to make other arrangements for your child. In this case, your child will need to stay home for a minimum of 24 hours after the last occurrence of any of the following symptoms:

- Fever over 101 F and one of the following: diarrhea, sore throat, earache, rash and signs of irritability or confusion. Must be fever free for 24 hours without fever reducing medication.
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea—3 or more watery stools in a 24 hour period unless there is a doctor’s note stating that it is not communicable
- Draining rash
- Eye discharge or pink eye
- Too tired or too sick to participate in daily activities
- Communicable disease

If a child becomes ill during the day, parents/guardians will be notified and asked to pick up their child. Until parents/guardians arrive, an ill child will be separated from other children. District COVID protocols will be followed. An alternate plan must be established by parents/guardians if they are unable to pick up a sick child or if they cannot be reached by telephone during the work day. This plan must be given to the staff who will keep it on file at the center. A record of illnesses will be maintained at the center as required by licensing. Any identified communicable disease will be reported to the King County Health Department. Parents/guardians at the site will be notified so that they can take appropriate action to protect their child.

## Medical Emergencies

The “Health Information” form includes permission to obtain medical attention for your child in case of an emergency. In the case of life-threatening emergencies, a member of the staff will immediately call 911, administer first aid and/or CPR and notify parents/guardians. If the parent/guardian cannot be reached, the emergency contact listed on the child’s records will be called. If transportation to the hospital is needed, a staff member will accompany your child until a parent/guardian arrives.

The hospital used for emergencies is Overlake Hospital- (425) 688-5000. If you have another preference, we will try to accommodate you when possible.

For minor injuries, staff will administer first aid as needed and notify the parents/guardians if additional care is needed. If the parents/guardians cannot be reached, the emergency contact will be called. For injuries that do



not require us to immediately notify the parents/guardians, an accident report will be given to you when you pick up your child explaining what happened and how the situation was treated. A record of all injuries/emergencies will be maintained at the center.

## Medication Management and Life-Threatening Conditions

Per school Board Procedure 3413, prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order.

**Exclusion from School:** Students who have a life-threatening health condition and no medication or treatment order presented at the center by the start of the first day of school will be excluded from school until the medication or treatment order is provided.

Medications will be administered to children only if the “Authorization to Administer Medication” form is current and on file at the center. Prescription medications must be in their original container with a current date, the child’s name, name of the medication, dosage and mode of administration and name of prescribing physician or dentist on it.

Consent of a health care provider is **not** required for over-the-counter medications that meet all the following criteria:

- Is one of the following: antihistamine, non-aspirin fever reducer/pain reliever, non-narcotic cough suppressant, decongestant, ointment or lotion intended specifically to relieve itching or dry skin.
- Has instructions and dosage recommendations for the child’s age and weight.
- Duration, dosage, amount and frequency specified on the consent form do not exceed label instructions.
- The written consent covers only the course of illness or specific episode.

All other over-the-counter medications must have written directions from a health care provider with prescriptive authority before giving the medication.

Written directions from a health care provider with prescriptive authority are also required if the medication is to be administered differently than the age and weight directions or the prescription directions on the medication label or the label does not give dosage directions.

Please give the medication directly to a staff member. All medications are stored in a container out of the reach of children. Administration will be recorded on a medication log sheet by authorized staff. Any unused medication will be returned to you or properly disposed.

## Meals and Snacks

**Snacks:** Children will be offered a morning and afternoon snack daily. Each snack will include at least 2 of the following components: dairy product, protein, bread/grain, fruit, vegetable or juice. Snack menus are prepared at least one month in advance and are posted on the Parent Board. Additional snacks will be provided for children who are in the program for 9 or more hours. Please provide staff with a written list of foods your child cannot consume. Dietary restrictions for children are posted for the staff. We may not provide nutrient concentrates or supplements except with written permission from your child's health care provider.

**Lunches:** Students have access to the school lunch program but can also bring allergen free lunches from home. Please note that we do not have the resources to heat or refrigerate food items. If necessary, please include an ice pack in your child's lunch container to prevent spoilage.

**Seattle/King County Health Dept. recommends each lunch include the following nutrition components:**

- a dairy product (such as milk, cheese, yogurt),
- a grain product (bread, rice, or noodles),
- meat or meat alternative (such as beef, fish, poultry, tofu or beans),
- 2 servings of vegetables and/or fruit (examples: green beans and peaches, bok choy and broccoli)

For more information about child nutrition, serving sizes, and food suggestions visit <http://myplate.gov>

Staff will monitor lunches to ensure nutritional adequacy and safe preparation and storage. We request that you **do not** include gum, candy or soft drinks in your child's lunch.

**Allergy Aware Centers:** To reduce the risk of exposure and keep students safe, all Early Learning Preschool Programs will be as allergen free as possible. A list of substances that students are allergic to will be provided to parents/guardians. Strict avoidance of these foods and products made with these foods is the only way to prevent an allergic reaction as this can be a life-threatening food allergy. **We ask that all food brought into the classroom for shared snack and/or parties be free of any type of tree nut or peanut, and be packaged with clear ingredients labels.**

- Please avoid sending any items containing the listed allergens into the center for lunch or any event.
- Please coordinate with your child's teacher before providing any snacks or treats to be shared with the class.

- Please reference BSD policy and procedure: <http://www.bsd405.org/Portals/0/administration/board-policy/3000-students/3420P%20Anaphylaxis%20Prevention%20and%20Response.doc.pdf>

### **Tooth Brushing**

Per licensing requirements, preschool children will have at least one opportunity for tooth brushing and gum cleaning to remove food and plaque. Parents are asked to provide their child's teacher with a child-size toothbrush labeled with their child's first and last name. Parent/guardians may "opt-out" by completing a signature form. Each classroom will have a sanitary toothbrush rack and cover.

### **Disaster Plan**

All staff has received training on what to do in case of a natural disaster such as an earthquake, flood, power outage or windstorm. Immediately following an emergency incident, teachers will be responsible for assessing their area, evacuating the classroom (if necessary) and providing reassurance to children. A full copy of the disaster plan is available for parents/guardians to review.

### **Outdoor Equipment**

All playground equipment will be free from exposed, lead and arsenic based paint.

### **Napping Practices**

Children in care 6 hours or more per day will be offered an afternoon rest period. Sleep is optional during the scheduled rest period. Children are not expected to sleep and alternate quiet activities or an alternate quiet location will be provided for children who do not show a need for rest. Parents/guardians are to provide one blanket and one standard size crib sheet labeled with the child's full name. Sheet and blanket must be laundered at least once per week.

### **Preschool Toileting**

Many preschool age children are either just newly toilet trained or should be somewhere along the process when they enter preschool. Toilet training is an important part of a child's physical, emotional and cognitive development. We do not require children to be 100% toilet trained before enrolling because we know accidents can happen. However, it is expected that children will be working towards and demonstrating continued progress in reaching the goal of independently handling their toileting needs.

## **Bathroom Procedures**

An important school readiness goal is for children to be as independent as possible in taking care of their bathroom needs. At times, it may be necessary for a staff member to assist your child in the bathroom. All Bellevue School District Early Learning staff members are required to follow the outlined bathroom procedures.

A staff person should first provide verbal guidance and instruction to enable the child to complete the task independently. At times, a child may require more direct assistance from a staff member. At such times, these procedures must be followed:

- 1. The staff person assisting the child must notify the other staff member of the need for assistance.*
- 2. The bathroom door must remain open at all times while the child is being assisted.*
- 3. All safety and hygiene procedures will be followed, including the use of gloves while providing assistance.*
- 4. When the assistance is completed, the staff member must notify other staff member that they are finished and that the child has rejoined the class.*
- 5. Staff member providing the assistance must enter the date, child's name and time on the classroom bathroom log.*
- 6. Supervisor must review and initial the log monthly.*

*Staff will communicate with parents in the instance they assisted a child. All classrooms must have a visual and physical system for tracking children who are in the bathroom.*

We understand that children in our program possess differing abilities when it comes to taking care of toileting needs. A form will be available for those parents who wish to request ongoing assistance for their child with bathroom needs.

## **Child Abuse Reporting Law Requirements**

All Bellevue School District staff members are required by Washington State law and licensing requirements to report immediately to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. We may not notify parents/guardians if a report has been made except upon the recommendation of Child Protective Services or the police. The program director and building principal will be notified per Washington State law. All staff are required to take training in the recognition and reporting of child abuse.

## Non-Discrimination

*Bellevue School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator: Jeff Lowell, 425-456-4010 or [lowellj@bsd405.org](mailto:lowellj@bsd405.org); Section 504/ADA Coordinator: Heather Edlund, 425-456-4156 or [edlundh@bsd405.org](mailto:edlundh@bsd405.org); Civil Rights/Nondiscrimination Compliance Coordinator: Nancy Pham [phamn@bsd405.org](mailto:phamn@bsd405.org) or 425-456-4248; Address for all three: 12111 NE 1st St., Bellevue, WA 98005.*

The Bellevue School District has adopted an Equity and Accountability Policy 0130, which can be found at <https://bsd405.org/about/policies-procedures/>

Under Procedure 3210P and WAC 392-190-065, a discrimination complaint or grievance is a written and signed complaint alleging discrimination based on any of the protected classes by a school or school district. The complaint must describe the specific acts, conditions, or circumstances that are alleged to be discriminatory and why the complainant believes that it is discrimination.

### **Filing a discrimination, discriminatory harassment or sexual harassment complaint**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint under Washington State law and BSD Policies 3207 and 3210 and Procedures 3207P and 3210P.

Before filing a complaint, you can discuss your concerns with your child's principal or District's Title IX Officer or Civil Rights Coordinator. If your child has a 504 plan, [you may also opt to discuss with the District's 504 Officer](#).

### **Complaint to the School District**

#### **Step 1. Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your

complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

Fax: 360-664-2967

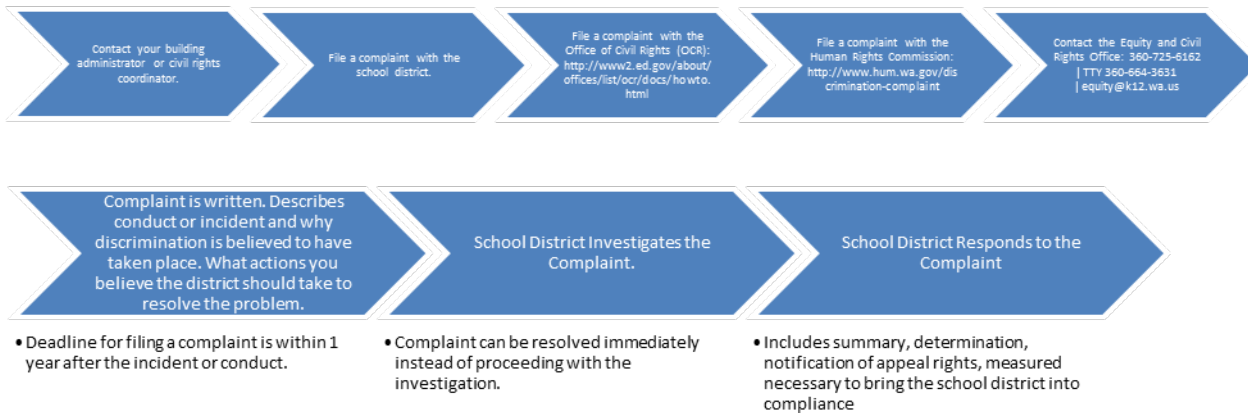
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)



The Bellevue School District is committed to providing learning programs for all families regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, or physical, mental or sensory disability.

### Religious Activities

In accordance with Bellevue School District policy, Early Learning Preschool Programs activities will be neutral and free of religious content.

### Pesticide Spraying Notification

Pesticide spraying will occur when children are not present and parents/guardians will be notified in advance of the spraying. A complete copy of the Bellevue School District’s Integrated Pest Management Plan is available for your review at the site and on the district’s website (<http://www.bsd405.org/about-us/board-policy-procedures/8000-support-services.aspx>).

### Staff Appreciation

Please know that we value your kind words of thanks and appreciation and your thoughtful gifts of time, energy and support. If you desire to express your appreciation with more than kind words, please be aware of the district policy on giving gifts to staff. While we are not prohibiting, or encouraging, gift giving, district policy directs staff that they can only accept a gift that is valued at no more than \$25.00. Any gift over that amount is prohibited and needs to be returned. If you are considering a gift of more than \$25.00, please consider making a donation to our program in the name of your child’s teacher or to the Bellevue Schools Foundation. This will provide valuable support to all of our teachers and students.

## Complaints Concerning Staff or Programs

(District policy 4220 and procedure 4200P)

Every effort shall be made first by the student and/or parent/guardian to resolve concerns and complaints through informal communication between the student and other persons in the school or district who may be in a position to assist in resolving the student's concerns. If such informal procedures fail to provide an adjustment acceptable to the student, then the student may initiate formal complaint procedures. The district is committed to resolving concerns and complaints about school and district programs, policies, procedures, actions, and decisions of employees in an effective, efficient, and timely manner by initiating the complaint with the person(s) responsible for the program, event, action, or decision

### Complaints

Complainants are entitled and encouraged to share their complaint(s) by scheduling a meeting or communicating, either orally or in writing, the issue(s) directly to the person responsible for the program, event, action, or decision.

When addressing informal complaints, the involved parties should:

- A. Begin the conversation with the acknowledgement that each is operating with the best of intentions.
- B. Work collaboratively to understand the other's point of view.
- C. Work to resolve the concern through conversation before initiating a formal complaint.

### Formal Complaint - Step 1

When a complaint has not been resolved through informal attempts at resolution, the complainant may initiate a formal complaint, which must be in writing within 30 calendar days of the attempt at informal resolution to the person responsible for the program, event, action, or decision. Any informal complaint not resolved at the school level shall proceed directly to Step 2 of this process. The formal written complaint shall be directed to the person responsible for the program, policy and/or procedure, and/or supervision of personnel and shall include:

- A. Detailed statement of the complaint
- B. Steps taken to address the complaint
- C. Suggested resolution(s) to be considered

The person responsible for the program, policy and/or procedure, and/or supervision of personnel shall meet with the complainant for understanding the complaint and what resolution(s) has already been considered. The person responsible for the program, policy and/or procedure, and/or supervision of personnel provide a written decision addressing the complaint within 10 calendar days upon receipt of the complaint.



## Formal Complaint - Step 2

If the complaint is not resolved to the complainant's satisfaction, the complainant may appeal the resolution of the complaint to the following person in writing within five calendar days of the resolution:

- If the original complaint was sent to a principal or assistant principal, and is not resolved at the school level, the appeal should be directed to the appropriate Executive Director of Schools
- If the original complaint was sent to any other employee, the appeal should be directed to that employee's supervisor.

The person receiving the appeal shall meet with the complainant for understanding the complaint and what resolution(s) has already been considered. The information gathered will be considered and the complaint will be addressed in writing within 10 calendar days upon receipt of the unresolved complaint. Any appeal at Step 2, shall be final except for appeals to the Superintendent of Public Instruction, other agencies or the courts, as provided by law.

## Additional Information

\*Please check your child's cubby on a daily basis for anything that needs to be taken home. Please inform Early Learning Preschool Programs business office and center staff immediately of any changes in address, phone number, place of employment or emergency information.

All personal items (shoes, sweaters, blankets, etc) should be marked with your child's name.

Please do not send gum, candy, toys, electronic games, weapons or other personal belongings. Too often these items of emotional value may be lost or broken and are not easily replaced. Staff will monitor belongings but neither the staff nor the Bellevue School District will be responsible for lost or broken items.

There is no smoking or vaping allowed on district grounds.