

SUNSET CHRISTIAN  
PRESCHOOL

**Preschool Classes**

AM 9AM-12PM

PM 1PM-4PM

**Enrichment**

12PM-3PM

**Jr Kindergarten**

9AM-3PM

EXTENDED CARE

**Morning Care**

7:30AM-9AM

**Flex Pick-Up**

3PM-4PM

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SCP is a Ministry  
of University  
Place  
Presbyterian  
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# Family Handbook

[SunsetChristianPreschool.com](http://SunsetChristianPreschool.com)



## Welcome to Sunset Christian Preschool

At Sunset Christian Preschool, we are overjoyed to accompany your Family on this exciting new adventure: equipping our youngest community members with skills, a faith foundation, and encouraging a love for learning that will continue to grow for years to come. As SCP Staff, we have the Amazing opportunity to see your children embark on their first social classroom interactions, witness them grow in knowledge and creativity, and then watch your confident five-year-old exit our program as they successfully enter kindergarten. Our program is filled with exciting opportunities to learn & explore. We want to tap into the minds of budding scientists, future engineers, ballerinas in training, as well as nurture the unique interests of any child in our program.

SCP is brimming with learning opportunities inside the classroom and through many exciting events, from field trips and Family chapel times, to our Christmas Pageant starring your child! We invite you to be an active part in your child's learning through volunteer opportunities, attending your child's Special Day in their classroom, or extending what they are learning in school through activities in your own home. Additionally, we welcome the opportunity to learn from you and always want to know how SCP can best serve you...some of the best things that happen at SCP result from parent input and ideas.

Just as each SCP preschooler is a unique child of God, we know every Family will have their own unique experience this year. Please know that in addition to caring for your child, we are also a ministry to the Families we serve. Should you find yourself in need of prayer and support, or if you have a desire to serve the community, we would love to connect you with some of our Amazing coworkers at University Place Presbyterian Church.

With much anticipation, we look forward to another wonderful year at SCP. We are so glad to be on this journey with you!

Sincerely,

The SCP Administrative Team

### Mission Statement

Sunset Christian Preschool (SCP) is a ministry of University Place Presbyterian Church that strives to provide children a foundation of Christian faith alongside an educational experience that develops the **whole child** - the spiritual, social, emotional, intellectual, and physical. Our programs are designed to inspire a life-long love of learning through the development of each child's unique gifts and talents.

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# ENROLLMENT INFORMATION & REQUIREMENTS

## Ages Accepted

Offered classes	Age Requirement
2s classes	2 years old before March
3s classes	3 years old before August 31
4/5s classes or PreK	4 years old before August 31
Jr Kindergarten	5 years old by December 31

## Special Needs and Accommodations

SCP asks that you inform the administration and teacher of any special needs or accommodations your child will need. If your child uses a brace, a hearing device, or other physical support we need to be aware, so we can best support the child. If we determine that your child needs 1 on 1 assistance for the majority of the class period, the family is responsible for providing 1 on 1 support for the child so that every child receives the attention they need to be successful.

When a 1 on 1 is needed, the director will create a Special Accommodation Plan with the family to ensure that all children are cared for in the classroom. This plan must be followed and signed by the parent, the director, and the classroom teachers. If the plan is not followed, we may need to help you find an alternate education environment in the local school district to better support your child.

Teachers will communicate with parents if there is a behavior or developmental concern that we feel needs to be assessed through the CHILD FIND programs in their home school district. Some children may be served by both SCP and preschool program in their home school district when appropriate.

While our hope is that every child enrolled in our school can be here throughout their preschool experience, some children may be more successful in a program with special supports that we cannot offer. If a child is a consistent danger to the other children, staff, or environment Families will be asked to pick the child up immediately from school. In very rare situations, if the behavior continues to be a severe threat a family may be asked to withdraw their child.

## Drop-In Care Not Available

Enrollment is required for attendance in all classes and extended care programs. Your child's start date will be determined by the SCP administrative staff after all paperwork has been completed and submitted.

## REGISTRATION & ENROLLMENT

### Required Enrollment/Registration Forms

1. Open a Parent Portal
2. Print the Registration signature page (you will need this for classroom placement)
3. (Returning Student) Review/Update all account questions and account information
4. Provide Updated Immunizations (If Any) or Exemption Form\*
5. Complete Tuition Paperwork (Financial Agreement)
6. Attend (online) classroom placement registration

### On your child's first day, please bring the following:

1. Backpack change of clothing, jacket, & sack lunch if needed for all day.
2. Required Comfort Kit items (in the case of an emergency/natural disaster) by the first week of school. These items must fit into a gallon-sized zip-lock bag:
  - Family Photo & Comfort Letter from Parents
  - Small comfort toy or possession (fits in your hand)
  - 1 emergency chemical snap light or small flashlight with extra batteries

## SCP CHILD TO STAFF RATIO

Classes by Age	Staff to Child Ratio	SCP's Class Sizes
2s Classes	1:7	14
3s Classes	1:10	16
4/5s Classes	1:10	18
PreK/JrK/K	1:10	18
Enrichment (3yr and Up)	1:10	16

## CLASS OFFERINGS

Classes	Days of the week	Times
2s	T/Th or MWF	9AM-12PM
3s	T/Th, MWF, or M-Th	9AM-12PM
4/5s	MWF, M-Th	9AM-12PM or *1PM-4PM (M-Th)
Pre-K	M-F	9AM-12PM
Jr. K	M-F	9AM-3PM
Enrichment (3s class and Up)	May enroll any/all days, M-F	Fri 9AM-12PM, M-F 12PM-3PM

## TUITION POLICIES & FEES

### Tuition

If enrolled for the entire school year before the first day of school, tuition is divided into ten equal payments or paid in full at the time of enrollment.

Annual tuition for the school year: payments made each month do not fluctuate, as they are 10 equal payments towards your annual tuition. The annual tuition is based on the school year and does not include scheduled holidays or breaks in winter and spring. Tuition will not be adjusted or refunded for emergency closures, sick days, snow days, and/or personal vacations.

If enrolling during the current school year, your first tuition payments will be prorated based on your child's actual start date in class. Prorated tuition is based on a 36-week school year. You will only pay for the weeks your child is enrolled in class.

### Tuition Payments

Tuition for all programs is paid through Tuition Express. Families enroll with Tuition Express upon registration by filling out an Authorization form. Only one *Tuition Express Authorization Enrollment* form is required per Family, unless there will be separate payers, or a different card for different children.

If Enrolling:	Registration Fee & Supply Fee Due	First Tuition Payment Due
<b>Before July 5<sup>th</sup></b>	July 5 <sup>th</sup>	September 5 <sup>th</sup>
<b>July 6<sup>th</sup> to September 5<sup>th</sup></b>	Due with Enrollment	September 5 <sup>th</sup>
<b>After September 5<sup>th</sup></b>	Due with Enrollment/ Before child's first day of attendance in class	Due with Enrollment/Before child's first day of attendance in class

Tuition for additional programs such as Before School Care, Enrichment, and Flex Pick Up follow the same installment schedule.

Unvaccinated children may be asked not to attend school if certain illnesses are present in our school. These actions are necessary in-order to protect them until the illness has passed. This time away from school will not result in tuition adjustment or reimbursement.

All accounts must be in good financial standing before adding classes or registering for the new school year.

By June 5<sup>th</sup> all tuition and fees must be paid in full.

## Tuition Payment Options

1. **Recurring Card Payments:** Recurring monthly payments (*preferred choice for Families*) set up from a credit card (Visa, MasterCard, Discover) or a debit card (Visa, MasterCard). SCP will automatically charge tuition payments to the card authorized according to the tuition schedule.
2. **ACH Payments:** Recurring monthly payments set up from an electronic check. Directly from your checking or savings account. SCP will automatically charge tuition payments to the authorized account according to the tuition schedule.
3. **Indivial Payments:** Payments made by family on the 5<sup>th</sup> every month, entered JOVIAL directly.

## Discounts for Preschool Classes

Discount	Enrollment Period	Discount Amount	Last Day to Receive Discount
Pay Tuition in Full- One lump sum payment	Sept 4 <sup>th</sup> - Dec 5 <sup>th</sup>	5% of remaining annual preschool class tuition balance	December 5th
Families with 2 or more children enrolled at SCP	Any dates	5% of total tuition balance on account.	n/a

All Families will receive an email before tuition payments begin in September, with the option to choose whether they want to pay in full or follow the monthly tuition payment schedule. Families who choose to pay in full will coordinate that payment with the SCP Accounts Coordinator.

## Vacation and Illness

Tuition is continuous throughout the year and guarantees placement in the program. There are no deductions or prorating in tuition for absences, vacations, holidays, or illnesses. Families with serious hardships may consult the Director.

## Scholarships

Scholarships are based on need and available as funds permit. There are no guarantees as to continued scholarships year to year. Applications for the upcoming year will be available in May from the SCP Accounts Administrator and are due by August 5<sup>th</sup>. Families may request an application after this time, but there is no guarantee that scholarship funds will be available.

## Notice of Withdrawal & Changes of Enrollment

Notice of withdrawal and any changes to your child's enrollment schedule can be made by submitting the *Withdrawal and Change of Enrollment* form, 2-weeks before the anticipated effective date. This form must be submitted to the SCP office.

There is a \$25 administrative fee for any changes made to your child's enrollment. If necessary, a prorated refund will be issued on any pre-paid tuition. This policy applies to all programs, including Classes, Enrichment, Flex Pick Up and Morning Care.

## Re-Enrollment

Any child who has been withdrawn from the preschool for any reason, Family or SCP initiated, is considered a returning student upon re-enrollment. All tuition and fees for a returning student registration will apply.

## Field Trip Fees

Some field trips may include an extra fee depending on the cost of the site, and teachers will notify parents of that fee at a minimum of two weeks in advance of the field trip.

## Fees, Late Payments, and Past Due Accounts

Convivence Fee	Rated by amount
Declined Card Payments	\$10 Fee
Payments received after the 12 <sup>th</sup> day of the month	\$25 fee

Your child's attendance in the program may be in jeopardy if your account is more than one month overdue. If two tuition payments become past due, the student will be withdrawn from the program. Alternative tuition payment schedules or payment arrangements may be made if discussed, approved, and documented by the SCP Accounts Coordinator ahead of the payment due date.

## Late Pick-Up Fee

If your child is not picked-up on time, they may be taken to the SCP administrator's office until an authorized caregiver arrives to pick them up.

Please be punctual when picking up your children. Pick-up times are documented on our sign-out sheets. On every occurrence that your child is picked up late by 10 minutes or more, you will be asked to sign a Late Pick-Up Notice Form. This form will be given to the SCP accounts administrator, by the 3<sup>rd</sup> occurrence a \$20 late pick-up fee will be applied to your tuition account. If five or more late pick-up days are on file, you may be asked to meet with the Director



## OUR CLASSES

### **2s | 2 years old by March**

In this first preschool experience, 2-year-olds are offered opportunities to socialize with peers, participate in story and Bible time, explore art, and music at their own pace. Our teachers will support your child as they gain language, social, and motor skills and assist in toilet training.

### **3s & 4s | 3 or 4 years old by August 31**

Our 3 and 4-year-olds participate in a routine each day that inspires growth in the whole child. Teachers incorporate our Bible & Chapel themes into daily learnings and prayer opportunities. While children will learn through play, center activities allow for motor development as well as engagement in new academic learnings. Children will have opportunities to explore art activities in our dedicated Creation Station. 3 and 4-year-olds may be in a combined age classroom depending on enrollment.

### **Pre-K | 4 years old by August 31**

Our Pre-K class focuses on preparing preschoolers for kindergarten. This class gives students an opportunity to focus on skills that will lay a foundation in not only mathematics and reading, but also give them opportunities to explore and discover through carefully planned motor, social, and emotional activities as well as play. Bible stories, character development, and care for themselves and others will be integrated on a daily-basis. Science and art exploration in the Creation Station will also be an integral part of the curriculum.

### **JrK | 5 years old by December 31**

Our Jr. K class serves two groups of children:

- Children who would benefit from more time before they enter kindergarten even if they are age eligible for Kindergarten.
- Older 4-year-olds that are ready to engage socially with older children and participate in early kindergarten skills.

Children in this program will practice skills needed for success in kindergarten while also being exposed to early kindergarten skills as their readiness allows for it.

## Typical Class Schedule

**9AM Welcome/Explore Learning Centers**

**9:15 Opening Circle**

Good Morning Prayer

**or Gym**

Job Chart

Show & Tell

**9:20 Creation Station**

Free Create

Process Art

Sensory Experience

**9:30 Literacy & Art**

Story

Finger Plays

Process Art

Thematic Projects

**10AM Explore Learning Centers**

**10:30 Snack & Prayer**

**10:50 Recess: Playground**

**11:40 Closing Circle**

Songs

Calendar

Bible Verse

Child-Lead Prayer

**12PM Dismissal**

## ENRICHMENT CLASSES

These 3-hour classes are designed to allow your child time to explore, discover, and create through Music, Arts, and Spanish. This program offers children ages 3-5 an introduction to music, Spanish and arts through a variety of open-ended and teacher-directed activities.

Enrichment is a place where your child is invited to expand their horizons in creative, child-centered spaces filled with developmentally appropriate hands-on learning experiences. Snacks are provided for children.

Your child may attend 1-5 days per week of Afternoon Enrichment classes from 12-3PM. The first half hour is lunchtime, your child will need to bring a lunch from home to eat during this time. Please see pages 10-11 for more information about meals and snack times at SCP. A half-hour rest time is scheduled as well. We provide cots and clean sheets for your child to have a place to be comfortable and rest, as some children will be at the preschool all day. We also offer a Friday Morning Enrichment Class from 9AM-12PM.

## EXTENDED CARE DESCRIPTIONS

### Morning Care

This 7:30-9AM time slot is designed for Families who need to have their child cared for prior to a morning preschool classes. This program will include play time in the classroom, gymnasium or playground. With the supervision of SCP staff, children will play and explore open ended activities. **An optional light breakfast snack will be offered from 8-8:30AM, or parents may provide their own from home.**

When children arrive at Morning Care, their caretaker will sign them in. SCP staff members will sign them into their preschool classrooms at 9AM.



### Afternoon Flex Pick-Up

For children who attend afternoon Enrichment classes or Jr Kindergarten and need care until 4PM, we have supervised time from 3-4PM. Children are offered many free-choice activities during this time.

## STAFFING QUALIFICATIONS

### SCP Lead Classroom Teachers

All our Lead classroom teachers are required to have a degree or equivalent training and experience in Early Childhood Education.

### SCP Assistant Classroom Teachers

All our Assistant Teachers are required to have *30 Hour Basic STARS Early Childhood training within 6 months of hire*. Assistant teachers have a passion for young children and have had successful experience working with children in an educational environment.

*All SCP teachers are required to complete 10 Hour STARS Early Childhood training hours every year for continuing education.*

*All Lead Teachers and Assistant teachers are required to be trained in CPR, First Aid, and HIV/Bloodborne Pathogens, as well as undergo a TB screening, hold a food handlers card, and clear a Washington State Portable Background Check.*

## SCP VOLUNTEERS

Often Family members of the children in our program or church members wish to volunteer. We encourage parents to volunteer in their child's classroom, as this helps to enrich our program and appreciate all of the volunteer help we are blessed with. There are many ways that you can share your gifts and talents to help enrich our program:

- Support our Christmas Pageant production
- Collect and send in Box Tops for Education
- Help our Administrative staff with office tasks
- Serve on a parent committee
- Partner with other Families to support them when going through challenges
- Provide transportation & supervision at a field trip
- Plan and help with class parties

All volunteers must complete a Volunteer Application, complete a Volunteer Orientation, and meet the following requirements:

- 16 years of age or older
- Clear a State of Washington criminal background check
- Complete a TB test and provide documentation of the results

Volunteers may only work under the direct supervision of a Lead teacher at SCP.

Volunteers will not be unsupervised with any students for any reason.

## MEALS AND SNACK TIME AT SCP

We are a **Peanut Free Facility** because many children have extreme nut allergies. We understand this may seem inconvenient, but the health risk is too great to have peanuts in our facility. Some good alternatives are items made from soy-nuts, sunflower seeds, or almonds.

Please make certain we are aware of any food allergies your child may have

Food provided to children in our care will meet high nutritional standards. If you decide to provide your child's snacks, please make sure of the following:

- They meet the healthy, 2-component requirements (Component Chart on page 11)
- The snacks are clearly marked with your child's name. Snacks will be delivered by the kitchen coordinator to your child's class.

### Snack Time

SCP provides snacks throughout the school day. A snack menu will be posted outside of your child's classroom and on the Parents' Resources board.

**Optional Breakfast can be served at Morning Care ONLY.** Breakfast includes water and

2 of the items outlined in the Components Chart.

**Snacks are served twice a day: once during AM classes & once during PM classes.**

Snacks include water and 2 of the items outlined in the Components Chart on page 11. We will ensure that all-day students are provided a minimum of 1 dairy option each day.

### Bringing Snacks to Share

If you wish to share a snack with your child's class, please arrange with staff, ahead of time. Snacks brought to share with the class must be:

- Prepackaged foods, in the original manufacturer's container. NOTHING HOMEMADE
- Includes at least 2 components, see chart below for examples
- Peanut-free
- Low in sugar (healthy sweet-treats for special occasions only)

If snacks do not meet the above listed requirements, we will offer 2 additional healthy components. Many Families are working hard to provide their children with a foundation of healthy eating habits, and we want to do our best to support their efforts. We ask that you assist with this effort as well.

### Food Examples of the 4 Components for Snacks (All snacks must include 2 components)

1 Vitamin C (Daily)	2 Vitamin A (3x a week)	3 Dairy (Daily)	4 Grain (Daily)
Bell peppers	Carrots	Cottage Cheese	Granola (low sugar)
Strawberries	Peaches	Cheese	Dry cereal (low sugar)
Broccoli	Mandarin oranges, apricots, cantaloupe	Yogurt	Rice cake
Tomatoes	Dark Leafy Greens	Milk	Bread

## Lunches

**Children attending Afternoon Enrichment or Jr Kindergarten classes must bring a lunch from home.**

Parents are expected to send a lunch that meets the following nutritional guidelines, as given by Washington State Department of Licensing:

- A dairy product (such as milk, cottage cheese, yogurt, cheese)
- Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)
- A grain product (such as bread, cereal, bagel, or rice cake)
- Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.

While parents are expected to provide as many required items as possible, SCP will supplement items if necessary to ensure each child's lunch meets nutritional requirements,

Please make sure to include an icepack in your child's lunch bag to ensure perishable items are kept cold and safe for consumption.

### Food Examples to Meet the Lunch Requirements (Lunches must contain each of the following):

1 Meat or Meat Alternative	2 Fruits & Veggies (2)	3 Dairy	4 Grain
Deli meats, tofu	Apple slices or sauce, quartered bananas	Milk (1-2%) (cow, almond, rice or soy)	Multi grain crackers
Hardboiled Eggs	Berries, melons, dried fruit	Cheese cubes or string cheese	Dry cereal
Beans	Snap peas, carrots	Vanilla or plain yogurt	Granola, rice, quinoa
Dips: hummus, Sun butter, almond butter	Baby peppers, cucumber slices, celery pieces	Cottage cheese	Rice cakes, breads

# SPECIAL DAYS AND CELEBRATIONS

## Special Days

To honor and celebrate the life of every child in our SCP program, each child will be assigned a special day. Family members are encouraged to present a poster, or photo album to represent their life so far. Children can bring a show and tell item, a favorite book to be read at circle and a special snack/treat to be eaten at snack time. Families are also encouraged to join their child, for a set aside time during class to share the unique gifts and talents of the child.



## Birthdays

Many children do not have a birthday that lands on a school day. For this reason, SCP asks that you celebrate your child's birthday at home so it also does not interfere with another child's special day. In effort to keep the snacks in our classrooms healthy, please do not send sugary birthday treats on your child's birthday. If it is your child's birthday on a school day, it will be an exciting day for them, and we will be more than happy to wish them a happy birthday while they are in our care.

## Holidays & Celebrations

Often SCP classes will have a special class party to celebrate a holiday or thematic event. Teachers will let Families know of these events in advance. Teachers may ask for volunteers to help make these days exciting and fun for the children. If bringing snack foods for the class, please refer to the "Bringing Snacks to Share" policy on the previous listed.

## Transition Days

Transition days help your children ease into their time at the preschool. Children will have fewer kids to meet on their first day of school, and more individual time with their teacher. Half of the students will attend the 1<sup>st</sup> scheduled day of class. The other half will attend the 2<sup>nd</sup> scheduled day. The entire class will attend on the 3<sup>rd</sup> scheduled day of class.

Each teacher will notify Families of their scheduled transition day. If your child is enrolled in Enrichment classes, they are welcome to attend on their transition day, even if it is not their regularly scheduled day. Please let us know if your child must attend both transition days to meet the care needs of your Family.

## Field Trips

Parents will be informed of any off-site field trips a minimum of two weeks prior to the trip date. Field trips may require an additional fee based on the cost of the activity. Written parent permission is required for children to be able to participate in field trips. Parents will transport their own child to and from field trips, unless other arrangements are made



and communicated to the teacher prior to the trip

Field trips will begin off-site at 9AM or 1PM, to coincide with the child's class. Children will then be signed in at the site. Teachers may ask for parent volunteers to help supervise children during the event. If there is not enough support, the trip may be cancelled. Field trips will conclude by the class' regular ending time (12PM or 4PM).

## Chapel

At SCP, we believe in planting seeds to create a foundation of faith in Jesus Christ. Our hope is that each child's faith will come alive in these early years, only to grow and strengthen throughout their lifetimes.

Chapel is a time of worship using our voices, bodies, and prayer. The actual gathering is just the beginning of our school's focus on spiritual growth for our preschoolers. Teachers incorporate the theme, verse, and stories into their classrooms through story-telling, songs, activities, and prayer. Children have time to share their own awareness of God's Amazing creation, Jesus' unconditional love for them, and that they can choose to follow Jesus and live a life of love and service to others.



## PARTNERING WITH PARENTS

Parents are a child's first and most influential teachers. Our desire is to work with you as you nurture and educate your child. Parents are encouraged to talk with their child about his/her experiences at SCP. Let your child know you are interested in their friends and in all they do.

Please let SCP administration know of any allergies, serious medical concerns, fears, sudden changes at home or anything else that will help us better understand your child. We want your time at SCP to be a positive experience for your entire Family.

We are always available to hear your feedback, concerns, and/or questions. Please feel free to reach out to us by telephone, email, or by scheduling an appointment. We will do our best to return all calls and email within 48 hours. The most efficient form of communication is through scheduling phone conversations or face-to-face appointments. This allows us to block out the time and give you our undivided attention.

## Visiting the Preschool

Parents are always welcome to visit or observe in the preschool at any time, however, in order to keep the disruption to a minimum, visitors are asked to:



- Call your child's teacher and schedule your visit for a convenient time.
- Only bring siblings on your child's special day, as additional children change the classroom dynamics.
- Complete the Washington State Criminal History & Background Check form, available on our website.
- Sign in and wear a "Visitor's Name Tag"
- Enter quietly
- Sign out as you are leaving

Prospective parents and their children are encouraged to schedule a visit so that they are familiar with the environment prior to the beginning of the school year. Tours are offered by appointment only.

## Parent/Teacher Communication

Partnering with parents is very important to all our teachers. Each Lead teacher will email a monthly newsletter to let parents know about the class, what your child will be learning, ways you can support your child's learning through activities at home, and a list of important dates.

Teachers will let you know about upcoming events and activities through email and flyers sent home with your children. Please let us know if you are not receiving any email from the preschool, as we want to make sure this information is getting to you.

4's and older class Teachers will complete a *connections conference with you*. These are informal ways for our teachers to share information about your child's experiences at SCP. You are asked to share any goals or concerns you may have going forward and to sign the form so that it can be added to your child's file.

If you have any questions or concerns, please schedule a meeting with your child's teacher during non-teaching hours, as they are very busy during class time. The Director is also available to meet with you. Again, it is very important to schedule this time, so that things are handled appropriately, and you are given our undivided attention.

## Family Crisis

There are times when young families experience crisis. We want to support you and are also equipped with resources here at the church that may help Families going through challenging times. Please contact the Director or the Minister of Children & Youth if your family could use immediate prayer, resources, or just a person to talk to.

## Keep SCP informed

Please let the SCP Administration know of any allergies, serious medical concerns, fears, sudden changes at home or anything else that will help us better understand your child. We want your time at SCP to be a positive experience for your entire family.

## Car Safety & Parking

- Children should never be left unattended in the car for any reason
- Please hold children's hands in the parking lot
- SCP advises that during loading/unloading your vehicle, your child should never be outside the vehicle unattended. If you have a baby, stroller, snack items to unload, please unload those items first while your child waits in the car. This will allow the child to be attended to and under your supervision while walking into the building. Remember your child is too small for drivers to see so keep them attached to you (have them hold you or the stroller) until you reach the sidewalks.
- Please DRIVE SLOWLY in the church parking lot. Driving too fast during drop-off or pick-up times are one of the greatest safety hazards to the Families of this preschool
- Whenever riding in cars, children must be seated and buckled into their car seats

## SUNSET CHRISTIAN PRESCHOOL POLICIES

### What to send with your child each day for class:

- Backpack
- Change of clothes (including underwear/ pull-up and socks)
- A jacket or coat and warm accessories for outdoor play
- Sack lunch for children eating lunch at school

### Absences

Please notify SCP by calling 253.564.2522 x121 and/or leaving a message on the teacher's phone extension or the teachers email, if your child will be absent.

### Sign-in and Sign-out Policy

All children MUST be walked to their classroom or program door and supervised by a parent/guardian until the teacher is present and the child is signed in/out by a parent/guardian, or an authorized caregiver (who must be over the age of 18 and provide photo ID until teacher recognizes them). These signatures must be the full legal signature. Children will be released at the door of their classroom once they are signed out at dismissal time.

### Child Abuse Reporting Laws

SCP staff are required by Washington State law to report immediately to police or Child Protective Services any instance where there is reason to suspect an occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. SCP staff may not be able to inform parents/guardians when police or CPS is called, as this depends on the recommendation of CPS personnel.

## Lost and Found Procedure

If you discover that your child has lost an item at school, please ask an SCP Administrator to check the lost and found box in the office.

## Cubbies

Each child will have an assigned cubby inside their classroom. Teachers may use the cubbies to communicate important announcements or reminders to parents, as well as store children's artwork, and provide a place for children to hang their backpacks and jackets.

## Toys from Home/Security Items

Toys from home may cause distractions or get broken. Your child may bring a toy to school if you discuss it with the teacher and they approve. Some teachers designate times for show and tell. These times are ideal for bringing toys to school. If your child brings in a toy that may disrupt class or distract students, your child will be asked to keep the toy in their cubby until the end of class. Security items like a blanket or special stuffed toy may be brought to ease the child's transition to their new classroom. Please inform the teacher and make sure the item is labeled. Parents and teachers can work together to form a plan to help the child gain more independence as the school year progresses.

## Enrollment Deduction

We strive to maintain a calm atmosphere with clear expectations from everyone, teachers and children alike. Optimal learning occurs when there is mutual respect, freedom for learning and enough structure to allow everyone to learn. We build classroom community by providing an atmosphere where children feel safe, both physically and emotionally.

## Guidance Techniques

**Redirection:** This is used in a positive way to help the child gain space in order to calm their emotions and collect their thoughts. This typically involves a teacher taking the child away from a situation and involving them in another activity until the child is ready to deal with the conflict in a calm manner.

**Affirmation:** The teacher addresses the positive behavior, in a way to show other classmates what is appropriate. This helps children come to realize inappropriate behavior will not seek attention (unless unsafe).

**Acceptance:** Comforting with physical attention, without being manipulated.

**Consequences and Solutions (Natural Consequences):** The teacher explores solutions with the child. This is often the best approach to dealing with behavior challenges. Rather than focusing energy on blame or punishment, the teacher invites the child to work to solve a problem.

**Follow Through:** The solution that is agreed upon by teacher and child (or children) is followed through by the teacher. The child or children involved have opportunities to express themselves until they feel resolution.

**Kindness and Firmness (Love and Logic):** The teacher responds in a calm yet firm manner. Children respond better when voice is kind and firm at the same time.

**Humor and Laughter-** Allows teachers and children to laugh and learn together to create an atmosphere of warmth and happiness.

## Ongoing Behavior Challenges

When a child is having a hard time controlling their body, the teachers intervene in a manner that is calm and firm, rather than punitive. We help children see the connection between their behavior and its consequences. Methods of positive discipline mentioned in the above section include clear rules, redirection, planning ahead to prevent problems, encouragement, and the use of logical and natural consequences. Techniques that will never be used include physical punishment, "chair" time outs, bribery, threats, and other methods that would hurt, frighten, or humiliate children.

## Discharge Policy

The preschool reserves the right to cancel the enrollment of a child for any of the following reasons:

- Physical or Verbal abuse of children or staff by a parent.
- Failure of the parent to observe the rules relating to the arrival and departure of the child.
- Failure of the parent to complete and return all required forms.
- Upon the discretion of the Preschool Director and after reasonable efforts on the part of the Preschool staff and the child's parents to acclimate the child into the preschool, the child's participation may be terminated.
- It is expected that parents will team with the classroom teachers and Preschool Director in helping their child if persistent behavioral problems occur. In the rare event that a child's ongoing disruptive behavior does not improve despite the best efforts of the staff and has a continuing negative effect on the classroom climate, the Preschool Director may determine that the preschool program cannot meet the child's needs and the child may be discharged from the program.
- If the child will need to be discharged from the program, the Preschool Director will assist in finding another fit for the child, community resources for the child and family, and help the parent with support groups.

# HEALTH CARE POLICY

## Health Records

Each child's health record must contain:

- Health, developmental, nutrition, and dental histories
- Date of last physical and dental exams
- Name and phone number of health care provider and dentist
- Allergy information and food intolerances
- *Individualized Care Plan* form for child with health care needs (medical, physical, developmental or behavioral)  
*Note: A copy of the care plan will also be available in child's classroom*
- List of current medications
- Current *Certificate of Immunization Status (CIS)* form or *Certificate of Exemption* form
- Consent for emergency care
- Preferred hospital – Mary Bridge will be used unless family specifies otherwise.
- Any assistive devices used (e.g., glasses, hearing aids, braces)

Parents will update above information annually or sooner if there are any changes.

## Individual Health Care Plan

An individual plan of care is developed for each child with health care needs. The plan of care includes information and instructions for:

- Daily care
- Potential emergency situations
- Care during and after a disaster

Please ask our SCP administrator for a specialized *Individual Health Care Plan* form for any of the conditions below:

- Severe/Mild Allergies
- Asthma
- Diabetes
- Seizures
- Severe/Mild Medical Conditions

Individual health care plans are evaluated on a case-by-case basis. Completed plans are requested from health care providers annually, or more often as needed, for changes. Children with health care needs must have an *Individual Health Care Plan* on file and in their child's classroom before they can attend class. All staff must receive any training needed to provide for children in their care. If updated training is needed, please contact the SCP Administrations immediately so that we can keep your child safe.

## Policy & Procedure for Ill Children

Please keep your child home if they have any of the following symptoms:

- Fever of at least 100 ° F as read under arm (axillary temp.)
- Vomiting: 2 or more occasions within the past 24 hours
- Diarrhea: 3 or more watery stools within the past 24 hours or any bloody stool
- Rash (especially with fever or itching)
- Eye discharge or conjunctivitis (pinkeye): until clear or until 24 hours of antibiotic treatment
- Sick appearance, not feeling well, and/or not able to keep up with program activities
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
- Lice or scabies:
  - Head lice: until after treatment & no signs of eggs, lice and nits
  - Scabies: until after treatment & no signs or symptoms

Our teachers will ask you not to have your child sign in for class if they are showing any of the above symptoms. The best place for an ill child is home resting.

Children observed with the above symptoms during the school day, will be given a supervised space to rest, away from other children until a caregiver (from their emergency contact list) can take them home.

SCP notifies parents/guardians when their children have been exposed to communicable diseases or conditions (other than the common cold) and will provide them with information about the disease or condition. Parents will be notified by a letter handed out by the Teacher, a notice in their child's cubby, OR an email sent to the address on file.

- Please let us know if your child has a contagious illness, lice, or scabies. We will keep names confidential, but it is important for us to know when other children have been exposed so parents can look for signs and symptoms.
- If a child is diagnosed with a communicable disease, they will need a note from their health care provider stating that they are no longer contagious and able to return to school

# MEDICATION POLICY

**Children should take medication at home whenever possible.** If it is necessary for a child to take medication at school, parents must complete a *Medication Authorization* form instructing our staff how/when to administer the medication. This form can be found on the SCP website or the Parent Resources board outside the Director's office.

## Emergency Medication

Emergency medication will be dispensed at school for conditions such as asthma or allergies (bee sting, dairy, etc.) that could result in an emergency if an *Individual Health Care Plan* AND *Medication Authorization* forms are on file.

## Requirements for Administering Medications

Medications can only be accepted in their original container with the child's full name, and it must not be expired. Medication is only given with written consent from a parent/guardian through the *Medication Authorization* form, which includes the following:

- Child's full name
- Name of the medication
- Reason for the medication
- Dosage
- Method of administration
- Any special storage requirements
- Frequency (cannot be given "as needed": must specify a time or the symptoms for which medication should be given)
- Duration (start and stop dates)
- Possible side effects
- Any special instructions

## Parent/Guardian Consent for Medication

1. A parent/guardian may provide the sole consent for a medication, (without the consent of a health care provider), **if and only if** the medication meets all the following criteria:

a. The medication is over-the-counter and 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
- Diaper ointment or non-talc powder intended for use in diaper area (consent valid for up to 6 months)
- Sunscreen for children over 6 months of age (consent valid for up to 6 months)
- Hand sanitizers for children over 12 months of age

**and**

b. The medication has instructions and dosage recommendations for the child's age and weight;

**and**

- c. The medication duration, dosage, amount, and frequency specified on consent form is consistent with label directions and does not exceed label recommendations.
2. Written consent for medications covers only the course of illness or specific "time limited" episode.

*Please note: As with all medications, label directions must be followed. Most diaper ointment labels indicate that rashes that are not resolved, or reoccur, within 5-7 days should be evaluated by a health care provider.*

## Health Care Provider Consent for Medication

1. The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, iron, supplements, oral re-hydration solutions, fluoride, herbal remedies, and teething gels and tablets).
2. Medication is added to a child's food or liquid only with the **written consent of health care provider**.
3. A licensed health care provider's consent is accepted in one of 3 ways:
  - The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, frequency [cannot be given "as needed"], duration, and expiration date);
  - or
  - The provider signs a note or prescription that includes the information required on the pharmacist's label;
  - or
  - The provider signs a completed medication authorization form.

*Parent/guardian instructions are required to be consistent with any prescription or instructions from health care provider.*

## Administration and Documentation

Medication is only administered by staff trained in medication administration and center policy. The parent/guardian of each child requiring medication involving special procedures (e.g., nebulizer, inhaler, EpiPen®) trains staff on those procedures. A record of trained staff is maintained on/with the Medication Authorization Form.

Staff giving medication documents the time, date, and dosage of the medication given on the child's medication authorization form. Each staff member initials each time a medication is given and signs full signature once at the bottom of the page.

Any observed side effects are documented by staff on the child's medication authorization form and reported to parent/guardian. Notification is documented. If a medication is not given, a written explanation is provided on authorization form. Outdated medication authorization forms are promptly removed from the classroom and placed in the child's file.

All information related to medication authorization and documentation is considered confidential and is stored out of general view.



## Storage of Medication

Medication is stored securely in the SCP Director's office or in a tackle box in the downstairs UPPC kitchen walk-in refrigerator if the medication requires refrigeration. Medications are always stored separately from food and in a sanitary and orderly manner. Emergency rescue medications (such as EpiPens) will be stored in each room's Grab n Go emergency bag.

Medications no longer being used are promptly returned to parents/guardians, discarded in trash inaccessible to children, or in accordance with current hazardous waste recommendations. (Medications are not disposed of in sink or toilet.)

## MEDICAL EMERGENCIES & EMERGENCIES

All Families sign a consent form for SCP staff to provide treatment and determine best plan of care in a medical emergency or if your child becomes injured while at school.

### Life Threatening Emergencies

1. Child is assessed and appropriate supplies are obtained.
2. If further information is needed, staff trained in first aid will refer to the First Aid Guide located in every first aid kit.
3. First aid is administered. Non-porous gloves (nitrile, vinyl or latex\*) are used if blood is present. One staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911. If only one staff member is present, person assesses for breathing and circulation, administers CPR for one minute if necessary, and then calls 911.
4. Staff calls parent/guardian or designated emergency contact. A staff member stays with the injured/ill child until a parent/guardian or emergency contact arrives, including during transport to a hospital.
5. Staff record the injury/medical emergency. The report includes:
  - Date, time, place and cause of the injury/medical emergency (if known),
  - Treatment provided,
  - Name(s) of staff providing treatment, and
  - Persons contacted.

*One copy will be given to the parent/guardian and second copy will be placed in the child's file. For major injuries/medical emergencies, a parent/guardian will sign for receipt of the report and a copy will be sent to the licensor.*

6. Any injury is also recorded on the Injury Log. The entry will include the child's name, staff involved, and a brief description of incident. We maintain confidentiality of this log.

### Minor Injuries

1. Child is assessed, and appropriate supplies are obtained.
2. If further information is needed, staff trained in first aid will refer to the First Aid Guide located in every first aid kit.

3. First aid is administered. Non-porous gloves (nitrile, vinyl or latex\*) are used if blood is present.
4. Staff call parent/guardian or designated emergency contact if necessary.
5. Staff record the injury/medical emergency. The report includes:
  - Date, time, place and cause of the injury/medical emergency (if known),
  - Treatment provided,
  - Name(s) of staff providing treatment, and
  - Persons contacted.

*One copy will be given to the parent/guardian and second copy will be placed in the child's file.*
6. Any injury is also recorded on the Injury Log. The entry will include the child's name, staff involved, and a brief description of incident. We maintain confidentiality of this log.

## Local Hospitals

In the event of a medical emergency, 911 will be called, and the child will be taken to:

**Mary Bridge Children's Hospital & Medical Center** 253.459.6633  
317 M.L.K. Jr Way, Tacoma, WA 98403

Parents that prefer another hospital to be used must notify SCP. SCP staff will do their best to accommodate those wishes by coordinating with the emergency personnel involved.

## HAND-WASHING PROCEDURES

Liquid soap, warm water and paper towels are available for staff and children at all sinks, always.

***Hand-washing procedures will be posted in restrooms, modeled, and taught to the children in our program.***

All **STAFF** wash hands with soap and water:

- Upon arrival at the site and when leaving at the end of the day
- Before and after handling foods, cooking activities, eating or serving food
- After toileting self or children
- Before, during (with wet wipe - this step only), and after diaper changing
- After handling or coming in contact with body fluids such as mucus, blood, saliva, or urine
- Before and after giving medication
- After attending to an ill child
- After being outdoors
- After feeding, cleaning, or touching pets/animals
- After giving first aid

All **CHILDREN** are assisted, or supervised, to wash hands with soap and water:

- Upon arrival at the site and when leaving at the end of the day

- Before and after meals, snacks or cooking activities (in hand-washing sink, not in food prep sink)
- After toileting or diapering
- After handling or coming in contact with body fluids such as mucus, blood, saliva or urine
- After outdoor play
- After touching animals
- Before and after sensory table play

## CLEANING OF EQUIPMENT AND TOYS

Our staff works hard to maintain a classroom and play area that is clean and sanitary.

### **Daily cleaning** (more if needed):

- Keeping floors and other areas free from crumbs and food debris swept and sanitized
- Carpets vacuumed
- Tables are sanitized daily, as well as cleaned before and after each meal or snack is served on them
- Sinks, counters, and tile floors
- Bathrooms (including sinks, toilets, counters, and floors)
- Toys that children place in their mouth between use by different children
- Sleeping cots and bedding between different children

### **Weekly cleaning:**

- Sleeping cots and other forms of bedding between use by different children

### **Monthly cleaning:**

- Refrigerators
- General dusting of shelves
- General cleaning of toys

### **Every 6 months cleaning:**

- Carpets
- Sanitize classroom toys

## TOILETING & DIAPERING PROCEDURES (ages 3-5 years)

All bathroom doors will remain open when used by children (adults will remain in hall/outside the door, entering only to assist if needed). Teachers will check bathrooms before child enters. When needed, our staff will help children with toileting unless a parent asks us not to.

Families of children who are not yet (fully) potty-trained can send their child in Pull Ups. Teachers will not change the child unless necessary, or if directed by the Family to please do so. Teachers will remind children at regular times to go potty but cannot force or coerce a child to use the toilet. Families should provide any Pull Ups their child may need during their day.

**For ages 3 and older we will use the Stand-Up Diapering Policy:**

*Diaper changing procedure is posted in stand-up diaper changing area.*

1. Wash hands.
2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).
3. Put on non-latex disposable gloves.
4. Coach child in pulling down pants and removing diaper/pull-up/underpants (and assist as needed).
5. Put soiled diaper/pull-up/underpants in plastic bag (or assist child in doing so).
6. Coach child in cleaning diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).
7. Put soiled wipes in plastic bag (or assist child in doing so).
8. Close and dispose of plastic bag into hands-free covered trash can lined with a plastic garbage bag.
9. Remove gloves.
10. Wash hands (in sink or with wipe) and coach child in doing the same.
11. If a signed medication authorization indicates, apply topical cream/ointment/lotion using clean disposable gloves then remove gloves.
12. Coach child in putting on clean diaper/pull-up/underpants and clothing and washing hands (in bathroom/hand-washing sink).
13. Put any closed bag of soiled clothing or underpants into child's cubby.
14. Use 3-step method on floor where change has occurred:
  - a. Clean with detergent and water.
  - b. Rinse with water.
  - c. Disinfect with bleach solution (1 T. bleach in 1-quart water). Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
15. Wash hands (in bathroom/hand-washing sink).

## SUPPORTING SOCIAL-EMOTIONAL DEVELOPMENT

At SCP, we believe in establishing positive relationships with children and their Families. All of us learn best when we are supported and understood and have positive connections with our teachers. Early childhood professionals must role model the social-emotional behavior they want to see develop in their students. Children come from many different kinds of families and from many different experiences. Regardless of what children bring to our classes they all will have our warmth and attention.

SCP Teachers and staff will:

- Always address children with respect and a calm voice
- See ourselves as a learning partner not a power figure
- Allow children to have a voice in solutions to their problems

## Program and Environment

Sunset Christian Preschool teachers will adhere to the following:

- The classroom and activities reflect the culture of all the children served
- Activities will often allow for children to have choice and to practice developing social skills
- Classrooms will provide students with a routine while allowing some flexibility to meet the needs of a wide range of children
- Teachers are expected to establish a respectful, warm and nurturing relationship with each child and Family in their classroom
- Teachers are expected to collaborate with other preschool staff in a respectful and grace-filled way
- Teachers will interact with children at their level, giving them eye contact and often working on the floor or table alongside children
- Teachers are expected to interact, redirect, and instruct with a calm and clear voice that is not threatening
- Teachers will comfort children when they feel unhappy, but only if the child wants to be comforted
- Teachers concerned about a child will contact and discuss the concern only with the primary caregivers
- When a child has behavioral/social/emotional difficulties, outside resources will be accessed and a plan made to support the child
- Should our program staff decide SCP cannot meet the needs of a child, outside resources will be used to help the parent find services and a placement that meets the child's needs

## DISASTER RESPONSE PLAN

The Disaster Response Handbook details policies and procedures for almost any crisis or emergency situation, or natural disaster. Each parent/guardian must provide their signature that they have read and understand the policies therein. The full handbook can be found on the SCP website. As part of SCP Disaster Response Plan each student is required to have a Comfort Kit that will be stored in the child's classroom. SCP will have a 72-hour Disaster Supply Stockpile of food and other emergency supplies such as first aid, meds, safety and shelter items.

**Comfort Kits:** We require every Family to provide a few Comfort Kit items for their child, should an incident occur that requires them to stay at our center longer than typical hours. We will label the outside of the bag with **the child's name, teacher's name, and an out of area contact number.**

## Comfort Kit contents

### Provided by SCP:

- Mylar emergency blankets
- Black plastic leaf/lawn trash bag
- Hand wipes/sanitizer & tissues
- Plastic spoons & dixie cups
- Nonperishable food items & bottled water

### Provided by the Family in a gallon-sized Ziplock bag:

- Family photo and letter of comfort from parents
- Small comfort toy or possession
- 1 Emergency Chemical Snap light or small flashlight w/extra batteries

## Disaster Response Procedures

Parents will be notified any time one of these disaster response procedures must be followed, apart from the scheduled practice drills. In each procedure, staff will always have their emergency Grab-n-Go backpacks, complete with child and staff emergency contact information, a First Aid Kit, and other important emergency supplies.

### Assault on Child or Staff

911 will be called immediately and the appropriate staff on site notified. An Emergency Lockdown will be put into effect if necessary. One staff member/teacher will stay with the victim, while the victim's Family is notified when safe to do so. Child Protective Services will be called, and report filed, as well as an incident report recorded for SCP.

### Building or Site Evacuation

Teachers will evacuate children to the designated location, as determined by the discretion of the Director and UPPC command staff. Children will evacuate with a teacher at the beginning and end of each class. First evacuation site is the grass field behind the Safe Haven House. No student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent.

### Child Abuse

All SCP staff members are mandated reporters of child abuse and neglect, known or suspected. Any abuse or suspected abuse will be reported to the Director, a report will be made to Child Protective Services, and an incident report will be filled out.

### Communicable Disease Outbreak

Any child or staff member exhibiting flu-like symptoms, or other unusual symptoms of illness, will be separated from the group into exclusion in the Director's office. The

parent/guardian will be contacted and asked to pick up the child immediately. They will remain isolated under the care of a staff member (usually the Director) until a parent, emergency contact or authorized pick up person has picked them up. Interaction with the sick child by attending staff member will be limited to prevent spread of disease and germs. The environment where the sick child or staff was located will all be sanitized.

## **Drills**

Children will be involved in practice emergency procedures regularly, including fire drills monthly, and either an earthquake, lockdown, or shelter in place drill quarterly, among others. These practice drills are essential to provide staff and children with the skills necessary to respond in times of an actual emergency.

## **Earthquake**

Staff and children will drop, cover, and hold and remain that way until the ground stops shaking. They will stay away from anything that could potentially fall on them and any windows. Teachers will continue to talk to children until it is safe to move. Once the ground stops shaking, if evacuation routes are clear, the children will be evacuated. The out-of-area contact number should be called to get any updates on SCP and where they are in their procedures, and whether any children had to be taken for care. Notice will be posted on site and give to the out of area contact if evacuation to alternative site location is deemed necessary. All children's parents or emergency contacts will be notified if possible. No student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent. After 4 hours, if no contact has been made, the child's out-of-area contact will be called.

## **Field Trip Incident**

The Lead Teacher will attend to any medical needs and call 911 if necessary for medical treatment or police. The school will be contacted and informed of the situation and steps taken, including the status of each child and staff. The Lead Teacher and Director will contact parents to notify them of the situation and of the meeting location or pick up time at the school.

## **Fire Alarm/Emergency**

Teachers will evacuate children from the building to the fenced playground, unless deemed unsafe to be that close to the building and then the group will evacuate to the alternative site location. Children will remain with their teacher and class until either allowed back in the building or released to a parent or legal guardian. No student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent.

## **Gas Leak**

Teachers will evacuate to designated alternate site location at least a block away from SCP. UPPC staff are in charge of turning off the main gas valve in the building while SCP

teachers are evacuating students. Parents will be notified if evacuation seems to be long term and informed which alternate site the students are at. No student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent.

## **Inclement Weather Policy**

Sunset Christian Preschool follows the University Place School District (UPSD) decisions regarding school delays and closures. Not limited to extended days at the end of the school year. Families can get the most updated information by checking UPSD's website or local news stations.

- A one-hour or two-hour delay (Even if UPSD announcements "no morning preschool or kindergarten."):
  - SCP morning classes will begin at 10AM.
  - There will be NO Morning Care.
  - SCP afternoon classes will be on their normal schedule.
- UPSD cancels classes for the day: SCP will be closed.

If SCP is already open when inclement weather begins, the preschool Director and UPPC personnel will notify parents of any closures by posting a statement on the SCP website. No student will be released to anyone other than their parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent.

You can subscribe to UPSD email emergency messages by going to:  
<https://www.flashalert.net/id/UniversityPlaceSD>

## **Kidnapping**

911 will be called immediately and the appropriate staff on site notified. An Emergency Lockdown will be put into effect. Parents will be notified and informed of the full situation and steps taken. The Crisis Response procedure outlined in the complete Disaster Response Handbook will be implemented.

## **Lockdown/Intruder Alert/Lockout**

It's important to remember that during this procedure, parents need to not try to enter the building, and may be kept away from the school until authorities determine it is safe for parents to come in and pick up their children. SCP and UPPC staff are alerted to an intruder, or to implement a lockdown/lockout via the all-call intercom system that is on every landline phone in the building, and there is one in every classroom. Assigned staff will also monitor other rooms and hallways to alert staff of the lockdown/lockout.

If staff suspect an intruder, or a lockdown/lockout is implemented, all teachers will lock doors and windows, and cover any windows. Children will be kept away from windows and doors and positioned in a safe place against walls or on the floor. Staff will attempt to keep atmosphere as calm and quiet as possible, while staying alert to emotional needs of children. Teachers will keep all children in classrooms until notified by UPPC command person that it is safe to end lockdown/lockout. Children will not be released



to parents until “all-clear” is given by emergency personnel. Police may have to evacuate the building, in which case parents need to pick their children at the alternative site location. No student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent.

### **Missing Child**

911 will be called immediately if any child is determined to be missing. The appropriate staff on site will be informed of the missing child, and then the parents notified and attempt confirmation that the child may be with the parents; if not, parents will be informed of the full situation and steps taken.

### **Power Outage**

UPPC work to resolve any problems as quickly as possible, while SCP staff are able to stay with the children. Alternate emergency lighting will activate in the event of an outage, and comes from various sources depending on the classroom. All teachers Grab-n-Go bags have a flashlight if needed. The Tacoma-Pierce County Health Department will determine if SCP needs to close if power outage is going to be prolonged, and if so, all parents will be notified as soon as possible. No student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent.

### **Shelter in Place**

All children and staff of SCP and UPPC will gather in the downstairs Youth Room, as it has no direct exterior doors or windows. Windows and doors will be closed and locked, ventilation systems turned off, and non-essential rooms sealed off. Whenever a shelter in place occurs, parents are asked to not come to pick up their children until the incident is over. If any doors have been sealed due to risk of exposure to chemicals, we would not want to open the seal and door and risk exposure to let a parent in and out. Once the incident is over, parents would be notified and again, no student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent.

### **Volcanic Eruption**

Any volcanic eruption is likely to also be accompanied by other disasters such as flooding, landslides, or mudflows (lahars). In the event of an eruption, SCP will Shelter in Place. Parents will be notified when it is safe to come pick up their children. No student will be released to anyone other than parent/guardian or person authorized for pick-up on their registration paperwork without written authorization from the parent. If a student is not picked up within 72 hours of the facility closing, the Director will contact the police and the child may be transported to Child Protective Services if necessary.