

## **Policies and Procedures**

The Teen and Family Daycare is a Washington State licensed daycare within the Everett Public Schools and part of the Washington State GRADS Program. We are designed to care for the children of our parenting students and to provide a hands-on learning lab. We accept children ranging from the age of one month to 30 months, providing age appropriate activities, in a loving and supportive environment.

Infants, ages one month to twelve months, are developing an early sense of trust and attachment. Daycare staff spends time getting to know each of our babies, interacting with them, playing, talking, and cuddling, helping find fun and stimulating activities that each child enjoys.

As each child grows into a toddler, we provide opportunities to explore, be responsible, and make age appropriate choices. A variety of activities, both quiet and active, individual and group, will help each child develop.

As a child develops, and become old enough to accept limits, self-discipline is taught through behavior management processes like modeling, redirection, and praising good behavior.

To further assist our student families in caring for their child's emotional, intellectual, social, and physical needs, our team includes district specialists. Our Daycare Staff and GRADS Instructor work with a Registered Nurse on a weekly basis. We also work with outside agencies to build a safe, educational and supportive environment.

As of March 31, 2016, the daycare is participating in "Early Achievers". The Department of Early Learning (DEL) has developed Early Achievers, Washington's quality rating and improvement system (QRIS), to help early care and education programs offer high-quality care that supports each child's learning and development.

The daycare enrolls any child ages one month to thirty months, of students attending Sequoia High School, regardless of race, sex, national origin, religion, or physical, mental, or sensory disabilities. Our facility is staffed for eight children. If there are eight children currently enrolled, others seeking daycare will go on a waiting list until a spot opens.

The daycare opens 5 minutes before school, closes 10 minutes after 5<sup>th</sup> period concludes, and we closed during lunch. Children are the responsibility of the parents during lunchtime.

Our daycare rates concur with the maximum DSHS allowance. DSHS co-pays are due at the end of each month. Daycare staff will provide an invoice and payments are made

to staff in Sequoia's main office. Co-pays do not usually exceed \$15 per month, but may vary as to the individual.

Parents of infants and toddlers will provide age appropriate food and beverages. Meals and snacks will be given according to the child's daily schedule. We record daily feeding times for each child.

Parents must provide diapers for their child. The Daycare will supply diaper wipes. Special wipes, or wet washcloths (individually wrapped), will be used if provided by the parents. We record diaper-changing times throughout the day.

Please note that if any school employee has reasonable cause to believe that a child might be suffering from any form of abuse or neglect, we are required to report it to Child Protective Services.

As a DSHS licensed daycare, parents have the right to visit, either in person, or on the phone, at any point during the day. However, as part of a school process, school rules about leaving classes and taking appropriate breaks are to be followed. We will call you out of class if your child needs you.