



**"Those who are wise will shine as bright as the sky and those who lead many to righteousness will shine like stars forever" Daniel 12:3**

*Learning Center Policies  
And Parent Handbook*

**2023-2024**



**1115 N. Government Way  
Spokane, WA 99224**

**PH: 509-327-8387 FAX: 509-324-8904**

Director: Jarmila Van Arsdell

[jarmilav@pcasda.org](mailto:jarmilav@pcasda.org)



*“Our goal is to lift our children up to Jesus as we REACH, TEACH, and GROW them in HIS light. Early Childhood Education is a start of a beautiful journey in their lives. This growth lasts a lifetime but we have the opportunity in being a part of the “roots” in their path. It is so wonderful to marvel at their growth as they go out in to the world to be lights for Jesus.”*

---

*Palisades Christian Learning Center is an early education program where children will grow, learn and thrive in a fun and safe environment. We want to instill a love of learning and discovery in each of their hearts. Our students will engage in interactive learning experiences that will help them develop their social, emotional, physical, spiritual, and cognitive needs.*

Our program’s major focus is to engage our students fully in God’s love.

- We have many activities/lessons at each center that not only are fun and appealing, but also students achieve Washington State Learning Benchmarks, and Kindergarten Readiness Standards.
- Students are encouraged, challenged, and motivated in their learning processes.
- Lessons are modified when needed and each activity gives our students a chance to discover and develop at their own pace
- Our Bible stories and lessons provide the students with a visual, spiritual, auditory, and physical motivation. This helps further their understanding and caters to their learning styles and involvement.
- We focus our eyes on Jesus throughout our whole day in class.
- We purposefully engage in prayer when conflicts arise or a friend or family member is sick or in trouble.
- We also praise Him and thank Him at all times to demonstrate how true and good He is to us.
- We model and teach our students to obey our Lord not because we have to, but because we love Him and want Him to fully come into our hearts and minds.
- Every opportunity is used to apply our loving God to daily activities. From the beginning of the day when we have a worship time, to our prayers before meals or snacks, we put forth the idea that God cares about everything we do.
- Our children thrive in our environment where they are able to grow, explore and engage fully in their learning.
- Teachers use curriculums that incorporate the best practices and subject materials appropriate for each age group.



### **PCLC Statement**

PCLC is owned by the Upper Columbia Conference of Seventh-day Adventists and is operated by Palisades Christian Academy.

The Palisades Christian Learning Center is based on the following principles:

- The importance of the Bible as a foundation for mental, physical, social and spiritual development.
- The importance of developing the child's full potential.
- The importance of healthful living habits.
- Cooperation between the parents and teachers in the child's development.

All decisions concerning the operation of the center will be made according to this basic Christian philosophy.

- We share Jesus love throughout the day with our students. Modeling and practicing the concept of loving your neighbor as yourself.
- We pray each morning, snack time, lunchtime, when a child is having a hard time, when family or a friend is in need, in any other opportunity where children can start building a trusting relationship with God.
- We incorporate a special worship time each morning where we sing praise songs, read stories from the Bible, learn scripture verses and other engaging activities from the Bible and our CREATION Kids curriculum.
- We believe in and teach the Genesis creation and that we are made in God's Image.

### **Programs Offered:**

We offer 3 options to support our families and the needs of the bigger school, Palisades Christian Academy. We offer programs from ages 3-6 years.

We are changing to be a **5-days a week** Preschool and PreK school. There will be some flexibility for families to share a spot if desired, however this is only available after full-time spots are filled and in preschool.

**Growing Preschool Program M-F:** Hours 8:30 to 1:00 Drop off 8:15 and Pick up by 1:15 p.m. ages 3 to 4. All students need to be toilet-trained. No nap.

**M-F PreK. Half day** is drop off no later than 8:30 a.m. and pick up by 12 Noon. Half day students will be put in the Growing Preschool program. PreK is Noon pick-up.

**Full day** Preschool/PreK is drop off by 8:30 a.m. and continues past 12 noon with the latest pick up by 5 p.m. closing. Each class has a rest/nap time. Limited spaces for students still toilet-training. Children in diapers and pull-ups will be charged a higher rate. In the future we will require children be toilet trained to attend our program.

**Operating Hours:** Our program hours have been updated to work better with the needs of our school. We will staff the PCLC from **7 a.m. to 5 p.m.** Monday to Thursday. We will close on **Fridays at 4.**

Growing Class is from 8:30 a.m. to 1:00 p.m. You will have 15 minutes prior to or after to pick up. If for some unexpected reason a child isn't picked up on time, they will have to wait in another class until the parent arrives. There will be a \$5 late fee. **Please be prompt.**

Full day Preschool/PreK your child must be picked up by 5 p.m. There will be late fee charge of \$1 per minute after that.

### **Teacher/Child Ratios**

Our classrooms are 1:10 Ratios with up to 20 students and 2 teachers in a classroom. We use volunteers to help with giving individual attention to those who need it and to support the teachers. We also have students as aids to assist teachers.

### **Enrollment Requirements**

Before any child can enroll into PCLC all paperwork must be completed and returned with a nonrefundable registration fee of \$100.00 or \$100.00 re-enrollment fee that is due for EACH school year. Immunization (Certificate of Immunization Status, CIS) form must accompany registration.

There is a probationary period of **a month**, at the end of which permanent enrollment will be decided.

There is a 50% of your regular monthly tuition as a summer holding fee for students that do not attend in summer and would like to hold a spot for next school year. This will be applied to your fall tuition and non-refundable.

Summer Camps: Enrollment will be per week with half and full day options. There is a \$25 registration fee.

### **Smoke Free, Drug Free Environment**

Per health regulations, we don't allow alcohol, tobacco, cannabis and use of illegal drugs in our school and on school grounds.

### **Sample Daily Schedule**

7:00-8:30 Center Opens: Welcome students

Free Play

8:30-8:45 Bathroom and handwashing routine

**All students required to have arrived unless have made previous arrangements (i.e. medical appointments)**

8:45-9:00 Morning Snack

9:00-11:30 CREATION KIDS CURRICULM in PRE K

CREATIVE CURRICULUM in PRESCHOOL

Learning centers for writing/ reading, and math activities

Circle Time: Music and Movement: Bible Story and Verse

Outside (Time varies in classrooms)

11:30 Lunch

**12:00 Half-day pick-up/ Growing preschool class 1:00 pick-up**

12:00 Preschool and Pre K: Bathroom routine and quiet activities

12:30-2:30 Quiet Time or Nap Time/times vary in each age group

3:00 Bathroom routine, Snack and Outside

Arts and Crafts

Activities or Group Games

4:30 Rooms Combine for Play Time or Individual Activities

5:00 Center Closes

### **Attendance Policies**

The safety of your child in our care is important to us. This is also a licensing requirement. Therefore, a parent/authorized person must check-in/check-out your child every time and make the transition with a teacher. Please give yourself enough time so you can connect with your child's teacher to tell them how your child is doing, and/or to find out about their day. (See personal protection plan, p.15). Unless you have a meeting scheduled, please be prompt with pick up and drop off times. We request you take no longer than 15 minutes for this.

As a Learning Center, we use a curriculum and the teachers plan learning activities for your child. With respect for the teachers and in the best interest of your child, we ask that you drop off no later than 8:30 a.m. If you're unable to sign-in using our QR code, we have a paper form for you to sign. We understand that things can come up last minute so please let your teacher know through Brighwheel when there is a change.

## Kindergarten Readiness

The Kindergarten and PreK teachers work together to evaluate students and to determine who is ready to move on to the Kindergarten program. Social/emotional skills as well as academics are considered. The teachers will consult with parents to make the final decision. Students may be able to repeat another year in PreK if needed.

## Free Access Statement

Parents and legal guardians will have free access to the areas of the Learning Center that are used by their student. This includes classrooms, bathrooms, and playground area. We are happy to have the parents be familiar with their child's learning environment.

Please make arrangements with your child's teacher so they know if you're visiting. You can also become a volunteer at our center if you'd like to be more involved.

## Financial Procedures:

- All payments for childcare are due in advance of care. You are paying to keep a spot for your child so payments are nonrefundable. Payment for the full month is due on the 10<sup>th</sup> of the month.
- Contact the front office to make payments and to set up a payment plan. (Call **509-325-1985** to pay or talk with Louise in Finance). If you fall behind in payments for more than one month, please make contact to discuss a payment plan or your care may be suspended.
- If this is the first time you have enrolled with PCLC, and it is after the first of the month, your tuition may be prorated at a daily tuition rate. Prorated fees are calculated using the day rate.
- For parents who no longer need school or childcare, **a two-week notice is required or you will be required to pay care for the full month.**
- If you discontinue your child's enrollment after the 15<sup>th</sup> of the month, you will not be reimbursed for that month's remaining tuition
- **Registration Fee of \$100 are nonrefundable.**
- No trading days if a student is partial week.
- Credit **will not be given** for sick days, weather-related and state mandated emergencies, holidays, other school closures such as teacher development or student absences.
- We offer a 5% active military discount for parents/guardians of the child enrolled.
- If gone for a month or longer, re-enrollment will be determined by available space.
- Rates may increase accordingly, usually in January

## Fees:

- See tuition Rates. Monthly rates vary depending full days or half days.
- Annual \$100.00 registration fee will be due each year to secure child's spot. This will need to be paid before child's first day.
- **Waiting Pool:** You need to pay the \$100 registration fee to be put in our waiting pool. Preference will be given to currently enrolled families and those requesting full-time.

- \$100.00 Re-enrollment Fee is due during Spring Enrollment Process in March.
- Additional 50% of monthly tuition is needed to secure a spot if NOT enrolled during the summer. This will be applied to the fall tuition or forfeited.
- Summer program registration fee is \$25.00 non-refundable.
- **Summer fees** will be charged per week but billed monthly and need to be paid in advance. You will only be charged for the weeks you plan to attend.
- Return check fee \$25.00
- An extra fee of \$5.00 per child will be charged to account for every 5 minutes after 5:00 p.m.
- A late fee of \$5.00 will also be applied for if pick up later than the 15 min. window for half days.
- There is a \$5.00 fee if we provide a lunch and snacks when a child forgets their lunch.
- **\$5.00 fee per missing check out/in**

### **Calendar of Yearly Events**

We strive to build a healthy culture of supporting each other as you would in a loving family. We plan individual events where we meet with parents such as parent/teacher conferences and one-on-one meetings as needed. We also plan classroom events (Open House) and parties where parents can meet each other, or are invited to present. We plan PCLC events such our school picnic or invite you join PCA school-wide activities. These take place throughout the school year. We will also have school closures for holidays, meetings and classroom needs. We try to keep you informed using our yearly Calendar and Monthly Newsletters as well as Brightwheel reminders.

### **Communication policies**

We use a variety of communication tools. Working with parents and supporting the whole family is important to us at PCLC. Each family/guardian and approved pick-up persons will get a special code for our **Brightwheel app**. Please download this app onto your phone since you will need this to check your child in and out. We charge an additional fee for those who habitually forget to sign in. If for some reason you are not able to use our system, please talk with a teacher. Please use our paper sign/out if for some reason you're not able to use Brightwheel that day. This app also allows teachers to communicate on a daily basis with parents.

We will be scheduling **parent/teacher meetings** twice a year to share your child's development and progress and also to discuss any concerns. Of course, those are not the only times we will meet with parents. We want to be available to address any concerns right away and help support you any way we can.

We may be taking videos and pictures as part of our **observations/assessment** as we learn about your child's development. Videos are also a way for teachers to improve their own skills. This is included on our permission form.

When possible, we want to get to know our families so please share with us about your culture, parenting styles, holidays etc.

### Personal Items Needed

All children will need to bring two 2 crib sheets to cover sleeping mats and a small blanket. Each child's storage cubby can contain a small pillow (about 7 x11 inches). Please send an extra set of clothing that includes socks and underwear in a large zip-lock bag that is labeled with student name. Bedding will be returned each Friday to be washed and brought back on Monday. Please bring pull-ups and wipes for children potty-training and extra clothing or underwear. **ALL ITEMS NEED TO BE LABELED WITH YOUR CHILD'S NAME.**

- **Toys** – Please **do not** allow your child to bring toys to school. **Do not bring anything of value or treasured items due to the fact that we are not responsible for any lost items.** Items for show and tell must be labeled with the child's name. One soft snuggle toy for rest time is OK.
- **Dress Code** -The Learning Center does not require children to wear the uniform dress that the academy students wear. Our dress code is clothing that is appropriate for children which encourages independence and keeps them warm or cool according to the season. With this in mind, please **no one piece leotard dress or pajamas.** (It is difficult for them to use the bathroom.) Pajamas and princess dresses are OK for special class occasions.
- We discourage any clothing with super-hero characters, TV shows or princesses since we want to focus on creative, imaginative play and other types of learning rather than the children copying those characters and sometimes hurting themselves or others. We are working on teaching empathy and self-confidence as children of God's kingdom.
- The Learning Center children are required to abide by the Academy dress code rule of **no jewelry at school.** THIS INCLUDES EARRINGS. They can get caught on items and clothing during playtime. The principles that guide our dress code encourage standards of excellence, modesty, simplicity, and practicality.
- Here are additional guidelines. Sandals are allowed during summer session, but may not be worn when school starts in the fall session. We require the children to be outside some time each day, so please send appropriate clothing for the weather including warm jackets and snow pants, accessories and boots for outdoor recess in winter and cooler clothes in warmer months. Please provide an extra, in season, full change of clothes including socks and underwear to be kept in their cubby or backpack.
- **Birthday Invitations** – Please be thoughtful of all students if your child is having a gathering by invitation or a birthday party. Those children who are left out feel sad and lonely. We ask that you either send enough invitations for each child in the class or do not bring invitations to pass out in the classroom. Parents are welcome to bring store packaged treats to celebrate at school.

### Holiday policies

We enjoy celebrating holidays that have positive meanings and support our Faith. We do not celebrate Halloween. We will occasionally have dress-up parties so please keep the costumes friendly. We want to be sensitive to other cultures, so please let us know in advance about how you may/may not celebrate.



## Meals and Snacks

Please make sure you send lunches and 2 snacks in a lunch box with a **cold pack**. Please write your child's name on the lunch bag. **All snacks and lunches are to be provided by the parents.** You may occasionally purchase pizza from PCA on Fridays but must include healthy snacks for the day. We are no longer participating in a hot lunch program since they do not meet the state requirements. **You may be charged a \$3 fee if we need to provide snacks and \$5 if you forget a lunch bag and we provide the food for the day.**

- Please do not send soda, gum, or candy. Baked treats with less sugar are acceptable, but will be reserved for after the lunch meal.
- Fruits, vegetables, grain and dairy are acceptable for snacks. Please cut up fruit like grapes into bite size pieces. If you drop off early, please send a breakfast item.
- Each lunch must contain a dairy product, meat or meat alternative, grain, two fruits and/or vegetables or a 100% fruit or vegetable juice. WAC 110-300-0185
- Fresh fruits and vegetables are required daily, as these foods are rich in Vitamin C and A. Fruit punch drinks do not count as a substitute. WAC 110-300-0185
- If you would like to bring a special treat for your child's birthday to share with classmates please make a healthy choice and please make sure it is store bought to review ingredients.
- We are a **nut/peanut free** program. It is important for you to let us know of any food allergies or special dietary needs. We will need an individual care plan from your doctor. We do our best to discourage children from sharing their food. At this time, sunflower seed butter (sunbutter) and hummus are OK.
- Please send your child's milk or drinks in a sippy cup or other drinking container. Your child needs their own water container and it needs to be labeled.

## Field Trips

We believe in providing a variety of interesting learning opportunities for all the children. There may be times that we bring an experience on campus or take a class into the community. Because of the young age of your child, we especially recommend that parents accompany them on these special outings. You and your child will benefit from the interaction that only you can provide. Although not ideal, we will try to work out special arrangements if you or a family member cannot attend.

- Private vehicles may be used for field trips. Insurance verification, proof of driver's license, first aid kit, cell phones, etc. will be verified before any driver will be allowed to transport your child. We may also be using Palisades Christian Academy bus.
- We will send home Field Trip forms ahead of a planned trip with specific information.
- Please sign the Field Trip form for us to keep on file. We will take the children for walks on campus to enjoy the nature we have here.

### **Diaper and Toilet Training Policy**

All children in Preschool will need to be toilet trained to attend. This means no pull-ups except for naps only and a limited number of potty accidents. We work closely with parents to support success as your child gains independence in this area.

### **Discipline Policy**

**We are in the process of implementing Conscious Discipline, a trauma-informed social/emotional learning program for creating positive relationships and a caring, safe environment.**

Each child will be treated fairly and equally. No child shall receive any form of corporal punishment.

We use indirect guidance techniques.

- Verbal or music cues (i.e. “You have five more minutes to play before it’s time to clean up.”)
- Choices (Do you want to pick up the blocks or the cars?)
- Regular Routines
- Consistency

We use direct guidance techniques

- Affirmation (i.e. “Our feet stand on the floor” rather than “Don’t stand on the table.”)
- Focused (i.e. we will make eye contact with the child and have them repeat the directions.) (we will help them recognize their feelings and to problem-solve in a positive way.)
- Redirection
- Calming techniques

The staff will help to resolve any problems with parent’s cooperation, including but not limited to meetings and referrals to other professionals for help. PCLC staff will treat all parents with respect and cooperation and expect the same from our parents. If persistent problems cannot be resolved, PCLC will ask the child to leave.

### **Palisades Christian Learning Center Dismissal Policy**

PCLC is centered on the children for whom we care. We seek to provide programs designed to support children’s holistic growth and development and inspire them to learn. Each individual has a unique learning style and way of responding to the world. It is important that we recognize and appreciate the characteristics and behaviors that each child and family bring to our program.

PCLC seeks a solid partnership with our families as a basis for their children’s success within our program. It is only on rare occasions that a child’s/family’s behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child’s dismissal from the center. The following are some reasons why we would have to dismiss a child or family from the center.

### Immediate Causes for Dismissal

- The child is at risk of causing serious injury to other children or him/herself.
- A parent threatens physical harm, is verbally abusive or intimidating to Center staff, children, families or anyone else at the Center.

### Parental Actions for Child's Dismissal

- Failure to pay/habitual lateness in payments or failure to comply with payment contract.
- Failure to complete required forms including the child's immunization records.
- Parent/guardian fails to abide by the Center policies
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.
- Parent /guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Palisades Christian Learning Center
- The family declines to explore or secure outside support or behavioral resources which may help to address the child's needs, improve the behavior and reduce the safety risks.

### Child's Actions for Dismissal

- Child unable to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

### Working Towards a Positive Solution

The decision to disenrollment of a child from Palisades Christian Learning Center is a difficult one for both the Center and the family. In each situation, PCLC will work with a family to identify constructive steps toward a solution that resolves the problem(s), before a disenrollment occurs.

When there is a concern about a child's behavior or other negative circumstances, documentation of such concerns will be made. PCLC staff will inform and involve the child's parent/guardian by notes on Brightwheel, phone calls, and meetings as necessary, to establish a collaborative environment.

If the child's behavior is not resolved and/or becomes problematic, a Behavioral Modification Plan will be developed with staff and family. This will include referrals to other services and support that the child and family may need.

It is PCLC's ultimate goal to provide the parents sufficient time to take the necessary corrective action to allow the child to remain at PCLC and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

### Disenrollment Process

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate PCLC's decision to disenroll. A follow-up letter will be provided which will include:

- the reasons for the disenrollment or suspension;
- the date of the disenrollment or length of the suspension, which affords the parent sufficient time to seek alternative care, (up to two weeks, depending on safety risks presented);

If the center elects to disenroll a child, PCLC will maintain on file a record of the circumstances, parental notification, and corrective action taken.

### **Non-Discrimination Policy**

PCLC believes that all people are created equally and that God loves everyone. Therefore, we will not discriminate against anyone for race, creed, religion, color, sex, national origin or handicap. We will give care to respect any cultural and individual needs. We will let you know in advance whether we are able to provide the appropriate supports needed for a child's success and development.

### **More Details can be found in our PCLC Health Policies Manual**

#### **Communicable Disease Policy**

Communicable diseases are illnesses. Illnesses are spread by direct contact with infectious agents (germs or bacteria). We will do our best to keep a clean environment and limit the spread of illness. The following illnesses are reported to the local and state health department when a staff member or child has contracted any of these illnesses: AIDS, Campylobacteriosis, Covid-19, E Coli, HIB, HFMD, Kawasaki syndrome, Rubella (German or 3 day), Rubella (10 day measles), Tetanus, Typhoid Fever, Diphtheria, Giardiasis, Hepatitis, Listeriosis, Meningococcal Disease, Pertussis (Whooping Cough), Rheumatic Fever, Salmonellas, Shigellosis, Tuberculosis (TB), and Yersioniosis. We will also notify parents of any of these diseases and may contact the health department with any questions regarding illnesses.

#### **Covid-19 health policy**

If you suspect your child shows symptoms that could be related to Covid-19, a negative test is required to return to school. We accept the results of home test kits. Take a photo and email to the director.

- A) If your child has ongoing exposure to someone in the same household who tests positive, your child will need to stay home until the infected person tests negative and the child also has a negative Covid test to return.
- B) If your child stays symptom free after a 1 time exposure **and wears a mask**, they may continue attending but will have to test on day 5 or when symptoms start and have a negative test to return.
- C) If your child tests positive, they will need to quarantine for 5 days and have a negative test to return.

Covid symptoms include any of the following:

Cough	Muscle or body aches
Shortness of breath or difficulty breathing	Nausea/vomiting/diarrhea
Fever of 100.4°F or higher or a sense of having a fever	Congestion/runny nose – not related to seasonal allergies
Sore throat	Unusual fatigue
Chills	Headache
New loss of taste or smell	

### **Exclusion of Children with Symptoms of Illness**

Per state requirements we will not allow children with any of the following symptoms to be in or remain in care: fever of 100 or higher, two diarrheas occurring within a 24-hour period, vomiting, unexplainable or draining rash or sore, eye discharge or pinkeye, extreme fatigue or excessive irritability unable to participate in classroom activities, and lice or scabies.

- Children will not be allowed back at PCLC for 24 hours or the following complete day, or until the symptoms are gone, whichever is longer after being sent home.
- Your child has to be fever free for 24 hours without the use of fever reducing meds.
- Parents will need to have their children picked up within half an hour of being called.
- You will need a written note from your child's doctor to return whenever your child has been sick with a potential communicable illness. Contagious symptoms need to be on antibiotics for 24 hours before returning or test negative for Covid-19.

The best way to keep our children healthy is to keep sick ones at home We teach and practice good hygiene especially hand-washing and encourage the same at home.

Please call or Brightwheel message if your child will not be attending due to illness. Please plan child vaccinations on Fridays or keeping child home 24 hours so they can be monitored in case of any reactions such as fevers.

### **Medication Policy**

No medication will be given to children without a parent permission form filled out. Details are in our PCLC Health policies which are taken from the WAC. If your child has any allergies or

related health issues, in addition we will need you to have an allergy form filled out by your child's doctor.

### **Emergency/First Aid**

All staff are trained in First Aid, CPR. Minor injuries will be noted as incidents on Brightwheel and in some cases parents will be notified by phone. First aid kits are available in all classrooms. In a major emergency an ambulance and parents will be called, and a staff member will stay with that child until a parent arrives.

### **Disaster Plan Summary**

1. Evacuation plan and route are posted.
2. Fire drills are conducted.
3. Staff members will know where and how to use fire extinguishers.
4. Children will remain with staff until all parents or emergency contact persons are located.
5. If the building is inhabitable children will be relocated to the sites posted in the disaster handout.
6. Emergency Comfort kits are for an event where we have to shelter in place.
7. Parents have access to read over our Disaster Plan.
8. Emergency drills such as Lock-Down drills are practiced regularly. To further ensure safety, there is bullet-resistant coating on the windows on the main floor. In addition, cameras are located around the outside of the school and monitored by the office. The staff also regularly take additional safety trainings. Feel free to discuss any concerns with staff.
9. You will also be notified of power or water outages. Children will remain in our care until you can be located or are able to pick up your children.

### **Pesticide Policy**

We use limited pesticide in or on the school's property. It is usually on an "as needed" basis such as finding a wasp's nest. We plan to limit any use to times when students are not on campus. We will do regular checks during the summer to spot these problems. We do occasionally use herbicide. This will be limited to times when children are not outside. When possible, we will do our best to notify parents 24-48 hours ahead when any chemicals will be used.

### **Regulations on Child Abuse, Neglect, and Exploitation**

State Law requires that all staff at PCLC report any suspected child abuse, neglect, or exploitation to Child Protective Services or the local law enforcement agency immediately. We will document any cuts, bruises or physical change in our Brightwheel app. This is to protect the children and Palisades Christian Learning Center. Staff will also make phone calls to local authorities if a parent is under the influence of drugs or alcohol tries to pick up their children.

### **Personal Protection Plan**

In order to ensure that your child is picked up by the proper people, parents/ authorized picked up individuals are required to check in and out **with assigned unique check in code**. This is entered on Brithwheel app. Please have this downloaded on your phone. Parents will need to be formally

introduced to new staff members and show proper ID before the child will be released. If the parent or guardian is unable to pick up their child, he or she will need to give written permission for another person to do so. Include all person's picking up and dropping off your child on a *Parent/guardian authorization* form. Parent/guardian names will be added to your Brightwheel account. The teacher's will ask you to sign in/out your child if you for any reason are unable to use the app.

**Additional Requirements for working in a licensed program such as PCLC.**

Everyone who works and volunteers for us is required to have a background check, a TB clearance and immunizations up to date.

In addition, teachers are required to have Child and Basic CPR/First Aid, BBP (blood-borne pathogens) training, a WA Food Handlers Card, and a minimum 30 Hrs. of Basic Child Care training. Many of our teachers have additional education in Early Childhood and bring a variety of experiences to our classes.

## Natural hazards, disasters, and emergencies can happen at any time.

PCLC and PCA has an emergency plan in place (you may request to see it) and supplies stocked in the case of an emergency occurring during the school day. As we plan for possible scenarios, we would like your help with creating

## Emergency Comfort Kits

Comfort kits would be the first line of resources to be used in any scenario when students are sheltered at the school longer than the school day. The items in the comfort kits will provide them with foods that are familiar and edible to them and items that would help them stay calm. Comfort kit items should be sent in a one-gallon, Ziploc bag and clearly marked with your child's name. **We are asking for a 3-day supply with approximately 2400 calories in each bag.** Please bring Kits to your child's classroom before their first day of school.

### Suggested non-perishable food items:

- granola bars
- protein bars
- jerky
- canned fruit with flip top/ squeeze fruit
  - tuna fish packets
  - dried fruits
  - cheese crackers
  - small canned juice
  - plastic fork/spoon
- small book or coloring book
- family photograph

These are “suggested” items. Please tailor your child's comfort kit to their likes, dislikes and any specific needs.

See OSHA website for more information. <https://www.osha.gov/SLTC/emergencypreparedness/>

### Tips for Family Emergency Plans

- Parents can sit down with their children and discuss the possibility that they could be separated in the event of a disaster or emergency.
- Families should write up their plan, including an agreed-upon meeting place near the home, should an emergency happen after school or while the family is in the home or neighborhood. Include all relevant phone numbers: work, school, cell phones, after-school care providers, etc.
- Once families have a plan in place: practice, practice, practice! Send your child to school with the confidence that they're prepared for disaster!

**PLEASE BRING YOUR COMFORT KITS ON OR BEFORE THE FIRST DAY OF SCHOOL**



Please Sign this page and return it before the first day of care.

**Palisades Christian Learning Center**  
**1115 Government Way**  
**Spokane, WA 99224**  
**509-327-8387**  
 Rev. 03-21-2022

- I hereby acknowledge that I have discussed, read and understand this Policy Parent Handbook, and I agree to follow these procedures.
- I understand that if at any time I have questions, concerns or comments, I may openly discuss them with the Palisades Christian Learning Center Providers for immediate action, if at all possible.
- I understand that my child may have information in his/her cubby and it is important to check it daily. PCLC will send important messages through the Childcare app, phone calls, email or teacher communication. PCLC also encourages parent participation and our doors are always open.
- I understand the importance of check-in/check-out and connecting with my child's teacher every day for my child's safety.

Parent or Guardian

Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*All rights reserved at the discretion of any/all Palisades Christian Learning Center and School staff to have a guardian or parent removed from the premises for the safety and welfare of the children and staff.*