



# Preschool Handbook

## 2017-2018

**YAKIMA ADVENTIST CHRISTIAN SCHOOL  
PRESCHOOL PROGRAM  
HANDBOOK**

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|   |              |
|---|--------------|
| Yakima Adventist Christian School . . . . . | 509-966-1933 |
| <i>Office@yacsschool.org</i>                |              |
| Rena Young (Principal) . . . . .            | 509-930-8460 |
| <i>principal@yacsschool.org</i>             |              |
| Heidi Ruud (Program Director) . . . . .     | 509-969-5348 |
| <i>Mrs.Ruud@yacspreschool.org</i>           |              |
| Holly Tanner (Lead Teacher) . . . . .       | 509-945-6046 |
| <i>Mrs.Tanner@yacspreschool.org</i>         |              |
| Marissa Jones (Opening Teacher) . . . . .   | 509-945-5247 |
| Mel Atwood (Custodian) . . . . .            | 509-930-8905 |
| <i>main@yacsschool.org</i>                  |              |

**Yakima Adventist Christian School  
Preschool Program**

180 days

8:15 a.m. - 3:20 p.m. Monday through Thursday

8:15 p.m. - 1:45 p.m. Friday

Half Days until 12:15 p.m.

\*see page 7

### **Statement of Philosophy**

Yakima Adventist Christian School (YACS) places a high estimate on the infinite worth of every student and seeks to provide a climate in which a positive, Christ-centered self-image may be developed. We provide a non-discriminatory environment with opportunities for positive character development.

Yakima Adventist Christian School seeks to acquaint students with great literature, art, and music and to develop appreciation for “whatever is true, whatever is noble, whatever is right, whatever is lovely...” Philippians 4:8

The YACS Preschool Program is part of Yakima Adventist School. Our goal is to provide preschool students with an early education program to prepare them to enter kindergarten successfully. Preschool is a learning environment that provides a service to families by providing:

1. A loving Christian atmosphere.
2. A positive and fun approach to learning.
3. A safe, well-organized program so children can grow academically, physically, socially, and spiritually.
4. A nurturing environment where independence and responsibility are developed, while growing closer to Jesus.

Our mission is to enable our students to develop a vibrant relationship with Jesus Christ. We provide an environment where students feel safe to grow spiritually, academically, emotionally, socially, and physically in order to be equipped with the skills for life and eternity.

### **Admission Policy**

The YACS Preschool Program is open to families who wish to have their four or five year old child in a Christian whole or half day program.

- ⇒ All students must be potty trained (a pull-up at nap-time will be accepted).
- ⇒ All students must be four years old by September 1.
- ⇒ All students must present a copy of his/her birth certificate.
- ⇒ All students must have a recent medical examination.
- ⇒ All students must have a complete immunization record as required by Washington State law.

Attendance at Yakima Adventist Christian School is a privilege and not a right. The school reserves the right to refuse admittance and to dismiss any student in order to safeguard the scholastic, spiritual, and moral atmosphere of the school.

The preschool program is in compliance with the Washington State Department of Early Learning and the American Disabilities Act (ADA). Yakima Adventist Christian School does not discriminate on the basis of any religion, race, color, sex, nationality, ethnic origin, disability or the presence of any physical, mental, or sensory handicap. YACS will review each child's situation on an individual basis to determine if the school is able to meet the child's specific needs. Please discuss your child's needs with the supervisor or principal at the time of enrollment.

### **Visitation/Trial Day**

Yakima Adventist Christian School has developed Step Up Day, each spring for students to experience our program. During Step Up Day children will be given the opportunity to meet the teachers and participate in a sample of the program. We encourage parents to take advantage of this opportunity. Other visitations days or trial days may be allowed with specific permission of the program supervisor and YACS office. Because of the disruption to the program, unenrolled children are not allowed 'drop-in' visits without previous permission.

### Financial Information

The following rate schedule will be for the 2017-2018 school year.

| Grade                  | Tuition/year |
|------------------------|--------------|
| <b>PK-3 half days*</b> | \$1,427      |
| <b>PK-5 half days*</b> | \$2,694      |
| <b>PK- 3 full days</b> | \$2,889      |
| <b>PK- 5 Full days</b> | \$4,587      |
| <b>Kindergarten</b>    | \$4,737      |
| <b>1-4</b>             | \$5,250      |
| <b>5-6</b>             | \$5,535      |
| <b>7-8</b>             | \$5,545      |
| <b>9-10</b>            | \$8,013      |

1. All students will be charged a reservation fee of \$125. This fee will go towards the next year's first payment. Tuition for the school year may be paid in eleven equal payments, each of which is billed on the first day of the month. The first of the eleven monthly tuition payments will be billed on August 1. The last payment will be billed on June 1 and will be due on June 5.
2. Parents are required to sign a program agreement. The agreement will indicate the type of program your student is enrolled in and the payment schedule. It will stay in effect until a new agreement is signed and arrangements have been made with the program supervisor and the office or the school year is completed.
3. Parents are responsible to pay the tuition fee as established in the program agreement even if students are sick or gone for vacation.
4. The billing statement for tuition will be available at the school office on the 1<sup>st</sup> of each month.
5. The monthly tuition must be paid in full by the 15<sup>th</sup> of each month. The fee is past due on the 16<sup>th</sup> of each month.
6. If tuition is paid by the early payment deadline indicated in the program agreement, full time students will receive a discount (3% for 1 student, 5% for 2 students, 10% for 3 students in school). *There is no discount on KidZone charges.*

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7. If payment is not received by the next billing date, the child may be asked not to participate until the account is paid in full or arrangements have been made. All accounts must be paid in full by the end of the school year.

When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not your child attends the program. We are unable to refund missed days from your account and no credit will be given for scheduled program holidays. If you plan to withdraw your child from the preschool program, you must notify the program supervisor and school office two weeks prior to your child's last day. At this time, we do not have any student financial assistance available for the YACS Preschool. All preschool tuition and fees are private pay only.

Tuition costs will be re-evaluated each year. Any tuition changes will be posted by June to take effect for the next academic year.

## Hours of Operation

### Half Day School Program

Monday – Friday                      8:15 a.m. to 12:15 p.m.

### Full Day School Program

Monday—Thursday                  8:15 a.m. to 3:20 p.m.

Friday                                      8:15 a.m. to 1:45 p.m.

Scheduled half days                  8:15 a.m. to 12:15 p.m.

At enrollment, parents will sign a program agreement which indicates the times and days that their student will be attending preschool. We have found that the most effective program will be a regular schedule of at least three days a week.

Half day students may stay for the full day, if arrangements have been made. There will be a charge. Students may not stay at the school for more than 10 hours.

### Procedure for Sign in/out

The Sign in/Sign out log will be at the door to the classroom.

Arrival Procedure: All children must be signed in by their parent, guardian, or other designated ADULT in the classroom. Early morning arrival (before 7:40) will be signed in through Breakfast Club. There will a charge for early arrivals.

Departure Procedure: Children must stay with staff until a designated adult arrives. The parent, guardian, or designated adult must come inside the school and sign the child out. The parent must talk with the teacher before leaving with the child. Only adults listed on the “Student Pick-Up Authorization Form” will be allowed to leave with the student. Adults may be asked for identification to ensure identity.

Any student not picked up by 3:35 will be taken to KidZone Afternoon Program.

### Absence or Tardy

Please call the school office (509-966-1933) or email (office@yacsschool.org) if your child will be absent or tardy. We do take attendance daily.

Planned family trips at this age are exciting and fun for the entire family. If you are planning a trip, please notify the office and teacher ten days before you plan to leave. A list of concepts and activities can be sent along on your trip to keep your child caught up with the rest of the class. There is no reduction in tuition for days missed.

**KidZone (before school, after school/vacation clubs)**

The YACS Preschool program will operate with the same schedule as the rest of the school which is Monday through Thursday from 8:15 a.m. to 3:20 p.m. and Friday until 1:45 p.m. There are also 10 half days with a 12:15 p.m. dismissal (see school calendar). There are 180 days in the school year.

Understanding there is a need in our community, YACS will offer KidZone Clubs for before and after school and on some vacation days. KidZone is our early morning and afternoon Club Program KidZone Clubs will change quarterly, be different each day of the week, and include activities students are interested in.

All students interested in the Breakfast Club, from 6:30 to 7:50 a.m. daily, must make arrangements to participate. 'Drop-ins' will be charged an additional fee.

KidZone Afternoon Clubs will be open from 3:35 to 6:00 p.m. Monday through Thursday. Friday KidZone closure will be at 3:30 p.m. from mid October through Spring Break, otherwise will be open until 6:00 p.m.

Friday closing times will be published at the beginning of each school year. Yakima Adventist Christian School upholds the Biblical beliefs of the Seventh-day Adventist Church. Therefore, the hours of operation honor the Biblical principle of rest from work on the seventh day Sabbath as outlined in the Ten Commandments (Exodus 20:8-11). When the sun sets early on Fridays, the school will be closed early as well (mid October through Spring Break at 3:30 on Fridays).

KidZone Vacation Club will be open on most school vacation day if there is enough need. KidZone Vacation Club will be closed Thanksgiving Day, Christmas Eve and Day, and New Year's Eve and Day. This program will be available for YACS students by reservation only. Enrollment will be limited and there will need to be a minimum number of students enrolled to operate the program. Please let the KidZone program supervisor or office know of your needs at least two weeks before vacation.

All preschool students that are not signed out by 3:35 p.m. will be signed into the KidZone Club and be charged the appropriate rate. KidZone Club fees will be billed on your monthly statement. See page 5 for the list financial information.

Students picked up after closing time (6:00 p.m. or 3:30 p.m. on winter Fridays) will be charged an additional \$1 for each minute they are late. Students signed up for KidZone Vacation Club who do not attend will still be charged the \$25.

| <b>2017-18 KidZone Fees</b>                                      |                                   | One (or more)<br>day notice | Without one<br>day notice* |
|--|-----------------------------------|-----------------------------|----------------------------|
| <b>Breakfast Club</b> (Preschool Breakfast Club extends to 8:05) |                                   |                             |                            |
| Monday-Friday  | 7:15-7:40 a.m.                    | \$4.50                      | \$7.50                     |
| <b>KidZone After-School Club</b>                                 |                                   |                             |                            |
| Monday-Thursday  | 3:35-6:00 p.m.                    | \$8.50                      | \$13.50                    |
| Friday (Winter)  | 1:55-3:30 p.m.                    | \$8.50                      | \$13.50                    |
| Friday (Fall/Spring)<br>& half days                              | 1:55-6:00 p.m.<br>12:15-6:00 p.m. | \$11.50                     | \$16.50                    |
| <b>Study Hall</b>  |                                   |                             |                            |
| Monday-Thursday<br>(Grades 5-10 only)                            | 3:35-6:00 p.m.                    | \$6.50                      | \$6.50                     |
| <b>KidZone Vacation Club</b>                                     |                                   |                             |                            |
| Monday-Friday  | 7:55 a.m.-6:00 p.m.               | \$25                        | \$30                       |
| Friday during winter   | 7:55 a.m.-3:30 p.m.               | \$25                        | \$30                       |

### **Inclement Weather Policy**

If it seems advisable to close school for reasons of inclement weather conditions, an announcement to that effect will be given to radio station KIT (1280AM) and KNDO-TV (23). There will also be a link on the YACS homepage, [www.yacsschool.org](http://www.yacsschool.org). YACS will generally follow the Yakima School District delayed start or snow day closure decisions. There will be no reduction in tuition due to inclement weather delays or closures.

### **Withdrawal from Program**

If, during the school year you find you need to withdraw your child from the program, you must notify the program supervisor and school office two weeks prior to your child's last day. Tuition will continue to accrue during the two week notice period, whether the student attends or not.

The registration fee is not refundable. If the two week notice was received, tuition payments will be refunded according to the number of days the student was enrolled.

## **GENERAL INFORMATION**

The Selah, Fairview, Wapato Spanish, and Yakima Seventh-day Adventist Churches operate Yakima Adventist Christian School (YACS). It is established to provide a Christ-centered curriculum that will promote the physical, mental and spiritual needs of its students.

Many children today are confused by the breakdown in moral values evidenced around them. The home, the church, and the school must work together to teach Christ-centered principles that develop a strong character so students will be successful in our world today.

### **Staffing**

All staff is locally hired by the Upper Columbia Conference of Seventh-day Adventists and the Yakima Adventist Christian School Board. The staff will maintain a high commitment to quality educational standards as established by the Educational Department of the North American Division of Seventh-day Adventists. They are selected on the basis of their training, experience, and philosophy consistent with YACS.

All staff meet the requirements of the Upper Columbia Conference of Seventh-day Adventists and the Department of Early Learning for the State of Washington.

### **Religious Activities**

YACS is a Seventh-day Adventist Christian School. As such, prayer and worship will be a part of each day. While most holidays are celebrated in the classroom, instead of celebrating Halloween we will focus on Autumn and Harvest. Christmas and Easter will emphasize Jesus. All holiday emphases will be posted on the classroom schedule.

The preschool will participate in the Fall and Spring Weeks of Spiritual Emphasis with the lower grade students at YACS. Students will also participate in outreach when possible.

### **Parent/Child Separation**

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, preschool is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a new situation. Be encouraging. Your smile, eyes, and body language communicate a lot. If a child senses any type of apprehension on your part, it will enhance their own feeling of uncertainty. Separation is often harder on the

parents than the child.

### **Parent Teacher Conferences**

Twice each year, in November and April, a special opportunity is given for parents to confer with the teacher regarding the social, emotional, cognitive, and physical progress of their student.

If you have concerns about your child or the program, please contact the program supervisor, teacher, or principal. The staff is not always available for phone calls or meetings during the school day. Please contact the office to arrange a meeting or a convenient time for a phone call. Email is also a convenient communication tool. The staff will make every effort to answer your message and/or arrange a meeting in a timely manner. We encourage communication whenever you have questions, concerns, or issues you need to discuss.

### **Parent Participation**

Parents are welcome to come into the classroom to observe at any time. Please make other arrangements for siblings while you are observing or volunteering at school. A visitor's pass is required from the office each time you visit. When you come into the classroom please do not interrupt the curriculum or visit with other adults.

If you would like to help in the classroom, we ask that arrangements be made in advance with the teacher so plans can be made to utilize your availability. It is also important to limit the number of parents in the classroom on a given day. Parents are invited to help in the classrooms starting October first. This will allow the children time to adjust, settle into a new routine, and develop a level of trust and comfort with the teachers.

All parent volunteers must complete all the Volunteer requirements (p. 26) before beginning Volunteer Service.

### **Meals and Snacks**

YACS Preschool offers a healthy mid-morning snack at about 10:00 a.m. that follow the Washington State Child Care Guidelines.

Each snack the child eats at school will include at least two of the following four components:

1. A milk product (such as milk, cottage cheese, yogurt, cheese)
2. A meat alternative (such as legumes, beans, egg)
3. A grain product (such as cereal, bagel, rice cake or bread)

#### 4. Fruit or vegetable.

Each snack or meal will include a liquid to drink. No snacks will contain peanuts or peanut butter.

*Note: Birthday or other treats shared with other children must be store-purchased and may not contain any peanuts or be processed in a facility where peanuts are also processed. This is a state licensing requirement for all childcare programs due to food allergies in children.*

YACS Preschool does not offer a lunch program. Full day students and extended day students will need to bring a sack lunch. The lunch you provide for your student must meet the daily nutritional requirements (WAC 170-295-3160 ) of:

- A dairy product (milk, cottage chesses, yogurt, cheese)
- A meat or meat alternative (beef, fish, poultry, legumes (*no peanuts or peanut butter*), tofu, or beans)
- A grain product (bread, cereal, bagel, or rice cake)
- Fruits or vegetables (two fruits or two vegetables, or one fruit and one vegetable)

Meals brought from home that do not meet nutritional requirements will be supplemented, per state requirements, and an extra charge will be added to your bill. Please limmit candy, sugary, and junk food.

There will be a refrigerator available to store lunches. Water will be served with each snack, at lunch, and periodically during the school day.

#### **Rest Time**

Rest or quiet time will be at 1:30- 3:00 p.m. each day. Let the program supervisor or teacher know your student's individual rest-time needs. No child will be required to sleep, but each child will be given the opportunity to rest.

Each student will be provided their own labeled nap-cot with a sheet. Please provide your student with their own light blanket (it should be taken home each Friday for cleaning). Students will keep their blankets in their cubbies when not in use.

#### **Toys at School**

We ask that toys not be brought to school except show and tell items.

Please send "show and tell" items to school in a bag, clearly labeled with the child's name. Children are not to bring toys from home for 'show and tell' that represent violence,

sorcery (magical, supernatural powers, potions, and wishing) or contradict Christian beliefs. Such paraphernalia tend to promote violent play such as hitting, kicking, and rough pretend play. Young children have difficulty distinguishing between what is reality and pretending, especially when they see things on videos or in movies – they do what they see! Please cooperate with us by not sending these items to school with your child. If you have any questions about the appropriateness of a particular item, please ask the teacher or principal. YACS is not responsible for lost, stolen, or broken items.

### **2017-2018 Preschool Daily Schedule**

|              |                                 |
|--------------|---------------------------------|
| <b>8:10</b>  | Morning Folders (Clean up 8:35) |
| <b>8:40</b>  | Worship (Done 9:20)             |
| <b>9:30</b>  | Recess (Line up 9:55)           |
| <b>10:00</b> | Wash hands for snack            |
| <b>10:10</b> | Carpet Time                     |
| <b>10:30</b> | Snack/book time                 |
| <b>10:45</b> | Center (Clean up 11:00)         |
| <b>11:05</b> | Center (Clean up 11:20)         |
| <b>11:30</b> | Recess (Line up 12:10)          |
| <b>12:15</b> | Wash for Lunch                  |
| <b>12:30</b> | Lunch                           |
| <b>1:30</b>  | Nap time                        |
| <b>3:00</b>  | Put cots away                   |
| <b>3:10</b>  | Closing Carpet                  |

**Wednesday:**

|                    |                 |
|--------------------|-----------------|
| <b>8:25-9:00</b>   | Chapel          |
| <b>10:55-11:30</b> | Art/Craft Class |

**Tuesday:**

|                    |             |
|--------------------|-------------|
| <b>10:00-10:30</b> | Music Class |
|--------------------|-------------|

**Friday:**

|                    |              |
|--------------------|--------------|
| <b>10:00-10:30</b> | Library Time |
|--------------------|--------------|

### **Outdoor Activities**

We believe that children need to have time outdoors every day. Fresh air is vital to a child's health. Students will spend time outdoors most days unless the temperature is below 15°F, above 90°F, or the air quality index is 100 or above.

In nice weather the class may go outside for lunch, snack, to read a story, or other activities.

It is important to always send outerwear appropriate for the weather.

### **Field Trips**

When age appropriate opportunities arise for field trips, parents will be notified in advance and will be required to sign a field trip permission slip. The notice will have the date, time, cost, and ask parents if they wish to participate. Parents are encouraged to participate, and siblings are welcome. Parents who wish to participate must complete the Shield the Vulnerable program. Contact the office for information.

### **Transportation of Students**

1. Parents who have not completed all volunteer requirements ( p. 26) may transport their own children only.
2. A lead teacher with DEL required qualifications will be in the vehicle with each group of students.
3. All drivers (with children other than their own in the vehicle) must have a completed background check, YACS Volunteer training, and the state required MERIT registration .
2. All drivers must submit a copy of their Washington State Drivers Abstract in to the YACS office. (YACS may also periodically make a request to the DMV for a current abstract.)
3. All drivers must be properly licensed and comply with all Federal, state and/or provincial laws for the class of vehicle being operated. Bus drivers must have a CDL with a passenger endorsement.
4. All drivers must be a minimum of 21 years old.
5. All drivers must have at least two students in their vehicle.

## **Handwashing**

Students will wash their hands with soap and warm water (**WAC 170-295-3040**):

- On arrival to school.
- After using the toilet.
- After outdoor play.
- After playing with animals.
- After touching body fluids (such as blood or after nose blowing or sneezing).
- Before the child eats or participates in food activities.

## **SICKNESS, MEDICINE, ACCIDENTS, and INSURANCE**

### **Daily Health Screening**

Teachers will make a general health inspection of each student at arrival and periodically through the day. The check will include:

- Listen: to how the student says he/she feels
- Look: to see if the student's appearance, breathing, and behavior is normal.
- Feel: touch the forehead or cheek to see if the student's temperature seems normal.

YACS policy is to keep your child home if any of these symptoms are present:

- A fever of 100F or higher.
- Has vomited, had diarrhea, or a temperature in the last 24 hours.
- Is in the first 24 hours of antibiotic treatment.
- Has a cough or other symptoms you wouldn't want your child exposed to.

Your child should have had a normal temperature, without taking any medication, for 24 hours before coming back to school.

### **Sickness at School**

A parent will be called and the child will be taken to the sick room until the parent or other designated adult arrives to take the child home, for any of the following:

- Diarrhea (three or more watery stools or one bloody stool within twenty-four hours).
- Vomiting.
- Open or oozing sores, unless properly covered with cloths or with bandages.

- Lice or nits.
- A fever of 100 degrees Fahrenheit or higher.
- A suspected communicable skin infection such as impetigo, pinkeye, and scabies (the child may return twenty-four hours after starting antibiotic treatment).
- Signs or symptoms of illness (e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy).

### **First Aid and Medication**

All Yakima Adventist Christian School staff is trained and certified in First Aid and CPR. Unless there is an accident or sickness requiring immediate emergency action, only minimal first aid will be provided.

The only conditions under which school personnel may administer any medication (including Tylenol and cough drops) are as follows:

1. If students are required to take medication (prescription or over-the-counter) during the school day, it will be allowed with the assistance of designated school personnel as long as the school receives a completed Medication Administration Form.
2. The school does not permit self-administration of drugs by students, whether prescription or not. In cases of life threatening disorders (i.e. diabetes, asthma, allergies, etc.) the parent must provide a copy of the Individual Health Care Plan from their physician. It must be on file at the beginning of each year or when a medical issue has been identified. Please discuss this with the director.
3. All medication must be delivered to the school in the original container bearing the original label. If the medication is prescribed by a doctor, the label must contain the name and place of business of the seller, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the physician. Medications will be kept in a secured area.
4. No medication will be given for more than 15 consecutive days without written, current, and unexpired instructions from a licensed health professional.

Medication will be stored as follows:

- Inaccessible to children
- Protected from sources of contamination
- Away from heat, light and sources of moisture
- At temperature specified on the label (refrigerated if required)
- So that internal (oral) and external (topical) medications are separated
- Separate from food, and
- In a sanitary and orderly manner

**Communicable Disease Notification**

YACS Preschool will notify parents in writing when their children have been exposed to an infectious disease, a communicable disease, or a parasite. The notification will be through a letter and a posting of the notification in a visible location at the school.

**Special Medical Status**

If your child has a special medical condition such as diabetes, asthma, or serious food or insect allergies please discuss this with the program director before school begins. The school will need a copy of the Individual Health Care Plan provided by your physician before the student begins school.

**Medical Emergencies**Life Threatening Emergency

If the office, program supervisor, classroom teacher, or other staff member determines that a child has a life threatening emergency we will:

1. Call 911 immediately.
2. First Aid, CPR will be administered, as appropriate.
3. Parent will be notified.
4. Child will be transported to the nearest hospital (Memorial Hospital).
5. An Incident/Accident Report will be completed and put in the student's file.

Emergency

1. First Aid will be administered as appropriate.
2. Parent or, if unavailable, the designated emergency contact will be notified.
3. An Incident/Accident Report will be completed and put in the student's file.

Minor Incident

For basic or minor injuries such as scrapes and bumps:

1. Minimal First Aid will be administered as appropriate.
2. An Incident/Accident Report may be completed and put in the student's file.

**Classroom Incident/Accident Report**

After an incident, accident, or illness at school, details will be logged into a report. One copy is to be signed by the parent or designated adult and kept at school, and the other will be sent home with the student.

**Insurance Coverage**

The school insurance coverage is limited to injuries sustained during participation in authorized school activities during the term of the policy. If within 90 days, the student incurs medical expenses in connection with an accident, benefits will be provided according to insurance company policy for reasonable medical expenses, which are furnished within 52 weeks of the accident. This coverage will pay up to the first \$500 of covered expenses regardless of any other valid or collectible insurance. Anything over \$500 is to be submitted to one's personal insurance.

Reporting an Insurance Claim

1. Report the accident to the teacher as soon as possible after the accident.
2. Complete all information in "Parent's Section" of the insurance forms.
3. Take form to doctor or dentist for completion.
4. RETURN THE COMPLETED FORM and all itemized bills directly to the school office. The secretary will copy and mail the claim to the Insurance Company.

## CLEANING AND SANITIZING

### Classroom Cleaning

Disinfecting/Sanitizing will consist of using a bleach/water solution as follows:

- Disinfecting: 1/4 cup bleach to 1 gallon water.
- Sanitizing: 1 teaspoon bleach to 1 gallon water.

All areas of the classroom and school will be cleaned daily and according to WAC 170-295-5040.

1. Tables used for food serving will be cleaned with soap and water, then sanitized with bleach solution before and after each meal or snack.
2. Sinks, counters and floors will be cleaned and sanitized daily. Refrigerator will be cleaned and sanitized monthly or more often as needed.
3. Bathroom(s) will be cleaned and disinfected daily or more often if necessary. Bathroom sinks, counters, toilets and floors will be cleaned and disinfected at least daily.
4. Furniture, rugs and carpeting in all areas will be vacuumed daily. This includes carpeting that may be on walls or other surfaces than the floor. Clean carpets every three months in other areas (or more frequently as needed).
5. Hard floors will be swept and mopped (with cleaning detergent) daily and sanitized (with above bleach solution) daily.
6. Utility mops will be washed, rinsed and sanitized, then air dried in an area with ventilation to the outside and inaccessible to children.
7. Toilet seats will be cleaned and disinfected throughout the day and when needed.
8. Toys (that are not mouthed toys) will be washed, rinsed, sanitized and air-dried weekly or toys that are dishwasher safe can be run through a full wash and dry cycle.
9. Cloth toys and dress up materials will be laundered monthly or more often when needed. If they cannot be washed in the washing machine, they will be hand washed in hot soapy water, rinsed and then dipped into a solution of 1 tablespoon of bleach per gallon of water for 1 minute and allowed to air dry.
10. Bedding (e.g. mat covers) will be washed weekly, or more frequently when needed, at a temperature of at least 140°F, or with disinfectant in the rinse cycle. Mats will be cleaned and disinfected weekly or between uses by different children. Bedding will be removed from mats and stored separately. Mats

will be stored so the surfaces do not touch.

11. Children's belongings, including coats, will be stored separately to prevent the spread of diseases or parasites (they may not touch if hung on hooks).
12. Child care laundry will be washed as needed at a temperature of at least 140 degrees or with added disinfecting agent such as bleach.
13. Professional steam cleaning will be scheduled every six months. Rented equipment is often unsatisfactory and can actually worsen the condition of the carpet and the indoor air quality.
14. Water tables will be emptied and sanitized after each activity period or more often as needed. Children will wash hands before and after play and be closely supervised.
15. General cleaning of the entire school will be done as needed. Wastebaskets (with disposable liners) will be available to children and staff and will be emptied daily or when full. Step-cans will be used to prevent recontamination of hands when disposing of used towels, etc. There should be no strong odors of cleaning products. Room deodorizers are not used due to the risk of allergic reaction. Door handles and faucets are cleaned and sanitized at least daily and more often when children/staff are ill.
16. Vacuuming and mopping of the classroom will not occur while children are present .

## **BLOOD BORNE PATHOGENS**

### **Exposure Control Plan**

It is the policy of Yakima Adventist Christian School (YACS) to provide a safe environment for employees and students. As such, all employees are required to know and follow “Universal Precautions” as described by the Center for Disease Control. Specific exposure control procedures which have been adopted and implemented in the school are posted at the school.

All employees whose tasks may expose them to blood, body fluids, or other potentially infectious materials have been provided with a copy of this Exposure Control Plan, have access to it and have received the training as described herein.

This Exposure Control Plan has been adopted by YACS and shall be reviewed and updated at least annually. This plan shall also be reviewed and updated whenever the introduction of new or modified tasks or procedures warrant.

## **DRESS CODE**

Please be sure your student always has a full change of clothes (pants, shirt, underwear, socks) in his/her cubby. All clothing, especially jackets, sweaters, and other outerwear, should be marked with the student’s name.

### **Cold Weather**

1. Students will go outside unless it is very cold – a wind chill of 15°F or less or very wet.
2. Students need to bring hats, mittens, gloves, snowsuit, and boots for snow, cold weather and wind.
3. Students should have a sweater or sweatshirt every day, all year in case they get cold in the classroom and for morning recesses which are often quite cool.

### **Hot Weather**

1. Students will go outside unless it is very hot—over 90F.
2. Students should have a hat.
3. Teachers will apply sunscreen to students before going outside for a prolonged period of time, sign Medical Administration Form (Sunscreen is considered a medication.)

### **Year Round**

1. Shirts should have sleeves and be long enough to come down to the waist and cover the **tummy, even during play**.
2. Shirts and pants should be appropriately proportioned (fit at the waist so the bottom doesn’t show).

3. Shorts should reach mid-thigh.
4. Shorts (reaching mid-thigh) or leggings should be worn under skirts and dresses.
5. All clothing should be free of holes and stains.
6. Clothing should not have graphics or slogans that are inconsistent with Christian beliefs.
7. Slippers should be worn in the classroom and fit and stay on the students foot.
8. Shoes should be non-marking and have a heal strap. Flip flops are not allowed.
- \*\*\*Shoes should be easy for the child to put on by themselves (i.e., no shoes with laces unless they are comfortable tying them themselves).
9. Children should not wear jewelry.
10. Limit fingernail/toenail polish to natural tone colors.

### **CODE OF CONDUCT**

Since we see our school as an extension of the home, we reinforce positive attitudes and behavior patterns that will benefit the child for his/her whole life. We base this on an understanding of the child's needs and stage of development. Discipline helps the child develop inner control, acceptable behavior, and respect for the rights of others. Discipline is viewed as corrective and not punishment.

*“Train up a child in the way he should go, and when he is old he will not turn from it.” ~Prov. 22:6*

YACS Preschool uses indirect guidance techniques:

- We give warnings: “Remember our carpet manners.”
- We give redirection: “You need to play over here for awhile. After circle time you may play in the block area again.”
- We give choices: “You may paint with the other children or you may sit in this chair until you are ready to join us.”
- We have a regular routine: “We always wash our hands before snack. After snack is center time.”
- We avoid nagging: We tell the child what we expect and follow it by asking the child if he or she remembers what we asked, and then we may offer to help the child do what he or she was asked.
- We are consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

- We get the child's attention by crouching down to his or her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age-appropriate.
- We avoid arguments by following through with solutions that address the problem. We also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down, or I can choose one for you."

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail, and it functions as an opportunity for the child to re-group.

By law, program philosophy, and policy, the following forms of discipline will not be used: hitting, spanking, shaking, scolding, shaming, labeling (bad, naughty, etc.), or any other negative reaction to the child's behavior. We do not use any form of corporal (physical) punishment.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave YACS temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of the child attending YACS.

*"Discipline is a slow, bit by bit, time-consuming task of helping children to see the sense in acting in a certain way."*

*– Dr. James Hyme*

### **School Property**

Our school is a gift from God through our constituent churches, members, and friends. Students, parents, and visitors are to treat the school property with care and respect. The following behaviors are not allowed:

1. Entering locked buildings, rooms, or vehicles; picking or breaking locks, doors, or windows; duplicating school keys, or using unauthorized keys.
2. Tampering with school lights, wiring, unauthorized use of fire alarms, equipment, ladders, or fire escapes.
3. Damaging or defacing school property (including books).
4. Chewing gum on school property (including school buses).

### **VOLUNTEER POLICY**

Volunteers are valued at Yakima Adventist Christian School and they help make our school run more efficiently. To

ensure students are safe, we have adopted a volunteer screening policy as well as the Department of Early Learning required DEL background inquiry. Our commitment is to provide a safe environment and a joyful experience for our students.

All volunteers are required to participate in the volunteer screening and training through *Shield the Vulnerable* ([www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)) and be known by the school for six months. No individual will be allowed to serve as a volunteer with unsupervised access to children until the StV and DEL background checks have been completed and approved and a TB test is completed.

The steps to complete the training, screening, and DEL background check is available at the school office. After successfully completing training, screening and receiving approval, volunteers may begin volunteering at the school. Contact the school office for more information and/or the necessary forms.

## **STUDENT SAFETY POLICY**

Yakima Adventist Christian School is committed to making the safety of our students a priority. Teachers and administration strive to help students grow up with their wholeness and sexual boundaries intact.

As part of this policy the school will endeavor to minimize situations where students could be in a situation where abuse could occur. We will also reinforce the concepts of personal boundaries, personal value, choosing how others treat us, and how to say NO.

### **Child Abuse Reporting Requirements**

Yakima Adventist Christian School staff are required by Washington State law, licensing requirements, and the North Pacific Union Education Board to report immediately to the police, Child Protective Services, the school principal, and the Upper Columbia Conference Education Superintendent, any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

### **Sexual Harassment**

Yakima Adventist Christian School is committed to providing a school environment free from sexual harassment.

### **Bullying**

Yakima Adventist Christian School is committed to providing a school environment free of bullying. This includes bullying through looks, actions, or words. Bullying should be reported as soon as possible in accordance with the procedures outlined, so school authorities can take appropriate action.

See the YACS Handbook for specific details (p.40-41).

Reporting Procedures: Students who experience bullying or sexual harassment should report the incident to school authorities as soon as possible. If the bullying or harassment is between students, the student should report the incident to the classroom teacher. The student may also report the incident to the principal or any school board member. If the harassment comes from an adult, the student or parent should report directly to the principal or another responsible adult.

## **EMERGENCY & CRISIS POLICY**

### **Emergency Preparedness and Response Plan**

The school has crisis and safety plans. These plans are

designed by the collaborative efforts of school staff, local law enforcement, emergency management, and public health officials. The plans are regularly reviewed and updated and include procedures to respond to a variety of crisis situations.

**Preparation is Key to Safety**

Students and staff will practice several types of drills associated with specific emergencies on a regular basis during the school year. These drills may include:

- Evacuation (fire)
- Earthquake
- Intruder
- Shelter-in-place
- Complete site evacuation

Drills are important to build confidence and trust, build in automatic responses, and to practice and learn. Please talk with your child about the importance of drills.

**Keep Your Student Emergency Information Current**

Emergency and crisis situations can happen at any time so it is very important for you to keep your family contact information current. Notify the school office every time there is a change. Included in this information should be an up-to-date list of which friends and family members are authorized to pick-up your student, with their current contact information. In an emergency evacuation, students will be released only to individuals on the authorized pick-up list. Photo ID may be required for student pick up.

### **During a School Emergency**

In order for our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend upon the parents of our students to support our disaster response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and our school employees. We ask parents to observe the following procedures during a crisis situation:

1. Do not telephone the school. We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.
2. In some situations students will be instructed NOT to use cell phones. Do not be alarmed if your student does not call or does not answer their cell phone during a school emergency.
3. Tune in to a local radio or TV station for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you may be able to pick up your child.
4. Do not come to the school or the evacuation location until you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If the building is in a lockdown situation, you will not be allowed to enter.
5. If evacuation is required, students may be transported to a location away from the school. You will be notified of this through the media bulletins or signs.
6. An adult will always stay with your child until he/she can be picked up or be safely transported home.
7. The media may want to interview you or your child. Depending on the situation, this may make the situation worse. If in doubt, decline to participate. The school has a specific person assigned to communicate with the media.
8. Staff has specific assignments and training to respond to situations. Volunteers should report to the Incident Command Area for assignments rather than jumping in to assist on their own. Good intentions sometimes complicate the problem.
9. It is a good idea to include out of state, or out of the area emergency phone contacts. In some emergencies long distance service may be all that is available.

### **Emergency Evacuation**

If an emergency occurs that results in the need to evacuate the school property, students will be transported to the Yakima Seventh-day Adventist Church, 507 N 35th Avenue in the school bus. Parents or other listed emergency contacts will be notified of

the incident as soon as possible and will be asked to pick up their student.

**Release of Students after an Emergency/Disaster**

School sites have a high priority in local Civil Defense plans and your children are likely to have better access to any emergency services on school campus than they would in most other locations.

1. Avoid tying up school telephone lines that will be needed for emergency communications.
2. Understand that if an emergency is declared, the school campus will be closed and parents will be expected to wait until all students are accounted for and can be signed out in an orderly procedure. PLEASE DO NOT ever remove your children from school without signing them out because this will greatly hamper efforts to account for everyone, and precious time will be wasted looking for what is presumed to be a lost child.

If a 'lockdown' is declared at the site, we will not be able to release your child to you until the Police declare the need for the 'lockdown' to be over.

## PESTICIDE POLICY

Yakima Adventist Christian Preschool is dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for our children. In order to control pests:

**We attempt to PREVENT infestation by:**

- Taking out trash daily or more as needed.
- Cleaning trash cans regularly.
- Keeping trash cans or dumpsters covered and away from the building.
- Keeping grounds clear of food and rubbish.
- Storing food in sealed plastic or metal containers.
- Cleaning and sanitizing all dishes, utensils, and surfaces used for eating or food preparation after meals and at the end of the day.
- Preventing pest entry into facility by sealing cracks and holes, using and repairing window screens and door sweeps.
- Moisture control by maintaining plumbing and water drainage systems.
- Mechanically managing weeds.
- Planting native vegetation that is non-toxic.
- Mulching plant beds.

### **Record Keeping and Annual Summary/Notification**

YACS shall keep the records of all pesticide applications to center facilities and landscapes, including a list of active ingredients and copies of Pre-Notification and Notification postings, letters, and method of distribution. We shall make the records of all pesticide applications, including an annual summary of the records, readily accessible to interested persons by contacting the Director or Program Supervisor. As required by law the annual summary will include the product names of all pesticides, active ingredients, quantities of each pesticide, and amount of tank mix applied. The annual summary for the previous year will be made available for review and attached to the pesticide policy.

We will notify families and staff at least forty-eight (48) hours before a building/structural pesticide application. The notification system shall include:

- A system of notifying each family and staff member in writing (i.e. a letter sent home or mailed) AND
- Posting of the pre-notification in a prominent place in the main office of the child care center, the front door of the center, and on the door to the classroom.

Application to the center must be made within 48 hours following the intended date and time stated, or the pre-notification process must be repeated.

- The pre-notification requirements do NOT apply if the indoor application is made when the center is NOT occupied by children or staff for at least two (2) consecutive days after the application (i.e. Friday evening).
- The pre-notification requirements do not apply to any emergency application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects.
- When an emergency application is made, notification will be made at the time of application, and the center will be evacuated and closed to protect children and staff unless area treated can be contained and inaccessible to children.

### **Pesticide Storage**

We do store pesticides on the grounds. We follow the WSDA rules for storage of pesticides, which are:

- We will not store pesticides above foodstuffs due to the possibility of leakage.
- Children will not touch or transport any pesticide or pesticide container.
- Pesticides with the signal words of “Danger”, “Warning”, or “Caution” will be stored in secured storage out of reach of children in an acceptable enclosure.



