Welcome to the
Kettle Falls Early Learning Center!

If you are seeking a fun and nurturing program where your child will be cared for and encouraged to learn and grow to the best of his or her potential, then the Kettle Falls Early Learning Center (KFELC) may well be the place for your family.

Goal Statements:
We believe that the early years are crucial learning opportunities for children. Our mission is to provide a safe, positive, educational environment that prepares young children for a successful school experience. Planned developmentally-appropriate activities will nurture each child’s social, emotional, cognitive, creative, and physical needs. Our trained staff will provide a fun, caring and structured learning environment. Our goal is to provide an educational program where children with learning challenges learn together with typically developing children. Research cited from the Washington Association for the Education of Young Children shows that inclusive settings are beneficial for both children with special needs and typically developing young children. Children with disabilities benefit from being in classrooms with peer models. Typically-developing children benefit from an increased appreciation and acceptance for individual differences. Further, they will be taught in a classroom that is designed to meet individual needs and goals. The Kettle Falls Early Learning childcare program is available on a limited basis for preschool.

Classes and Opportunities:
Classes will be guided by state Early Learning Benchmarks, coordinate with the Kindergarten Common Core Standards, and use research-validated early literacy curriculum, to provide a smooth transition to Kettle Falls Elementary. Preschool is fun! Three to five year olds have a wonderful joy and sense of curiosity about the world. Childcare is offered as needed five days per week and rates include preschool. Classes will be held in the preschool classroom in the KF Early Learning Center.

Curriculum Philosophy:
We use the Creative Curriculum while encouraging your child’s natural curiosity and building on what he or she already knows. We call it Early Expeditions. Early Expeditions is aligned with Washington State Early Learning Guidelines and we believe in authentic, ongoing, observation-based assessment strategies that focus on strengths. We assess using Teaching Strategies Gold over the following objectives: social-emotional, physical, language, literacy, cognitive, and math. We believe children learn best through play. We respond to the individual needs of each child and encourage a love of learning every step of the way.

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We are all about paint, glue, color, and imagination. We celebrate creativity and good manners, respect for yourself and others. We share stories, music, ideas, and togetherness. We notice our surroundings, explore and ask questions. We want good things for each child, now and forever. We are here to make that happen in the best way we can and know how. We are the Kettle Falls Early Learning Center, here for you and your family.

Separation Anxiety:

It is very normal for your child to shed a few tears on the first day of school. We love having classroom helpers but have found that for the first few weeks of school, it works better for parents to say good-bye without it being too long of a process. If you have uneasy feelings about leaving your child, let’s talk so any questions and concerns can be answered, when you have positive feelings, it really helps your child. If the anxiety continues, we will problem-solve together. We are all on the same team and this is an exciting time but we understand it is a bittersweet time, too….it’s great that our children reach these milestone moments but can be tough on parents. Try not to worry – we promise to take very good care of your child and help them feel comfortable.

Hours of Operation:

KFELC is open 7:00 a.m. to 5:30 p.m., Monday through Friday, year round, except holidays. Parents and guardians are welcome to visit their child at any time during the day and are encouraged to be involved in activities with the children in care.

Choice Students:

Kettle Falls Early Learning Center welcomes you and your child! We do prioritize in-district kids first, and then we will try to accommodate families who plan to ‘choice’ into the district. Enrollment in the Kettle Falls Early Learning Center as a ‘choice’ student does NOT mean that acceptance into the kindergarten and elementary is automatic. Families must inquire with the school district for the appropriate paperwork in order to be accepted as a choice student in the kindergarten year.

Program Director
Trisha Dean
tdean@kfschools.org
509.738.6625

Superintendent
Thaynan L. Knowlton
tknowlton@kfschools.org
509.738.6625
# Parent Guide

## Kettle Falls Early Learning Center Rates

### Payment Schedule:
Payment must be received in the KFELC payment drop box no later than the first business day of the month for that month’s service.

### Registration Fee:
An annual registration fee of $50 per child is due upon enrollment or re-enrollment.

### Payment Assistance:
Payment assistance such as; Early Childhood Education Assistance Program (ECEAP), Developmental Preschool (DPS) and Working Connections Child Care (WCCC) is welcomed. Please contact the Program Director for more information.

### Service Priority:
Service is provided on a space available basis only. Enrollment priority will first be given to employees of the Kettle Falls School District, then full-time enrollees. Full-time enrollees have priority over part-time enrollees, and part-time enrollees have priority over less-than-part-time enrollees (fewer than three full days per week).

### Partial Months:
The full monthly rate is charged regardless of lack of attendance, illness, or family vacation.

### Late Pick-up Fee:
$1.00 per minute after closing time.

### Late Payment Fee:
$10.00 per week, services will be suspended after 1 week of non-payment and will be eligible for reinstatement once all tuition and fees are paid in full. Dismissal from services can occur if chronic late payment occurs and is not reasonably resolved.

### Returned Check Fee:
Prompt payment must be made for the check amount plus the amount charged the district by the bank and a $10 administrative fee, or services may be suspended.

### Prior Notice:
In the event family circumstances require a change to the service agreement, the Program Director must be notified at least two weeks in advance.

## Tuition Information

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Monthly Rate</th>
<th>Weekly Rate</th>
<th>Four Days</th>
<th>Three Days</th>
<th>Two Days</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschoolers</td>
<td>$650</td>
<td>$163</td>
<td>$130</td>
<td>$98</td>
<td>$65</td>
<td>$33</td>
</tr>
<tr>
<td>Monthly Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Before School</td>
<td>$90</td>
<td>$23</td>
<td>$18</td>
<td>$14</td>
<td>$9</td>
<td>$5</td>
</tr>
<tr>
<td>After School</td>
<td>$120</td>
<td>$30</td>
<td>$24</td>
<td>$18</td>
<td>$12</td>
<td>$6</td>
</tr>
<tr>
<td>Summer Child Care</td>
<td>$600</td>
<td>$150</td>
<td>$120</td>
<td>$90</td>
<td>$60</td>
<td>$30</td>
</tr>
</tbody>
</table>

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KFELC Program Guidelines

Signing In/Out:
Parents and guardians (“parents”) must sign their first and last name and record the time and date of arrival and departure in the Sign In/Out Book located by the entrance of each classroom for each day their child attends. All children must be signed in and out daily. Only those people specified by parents on school forms will be allowed to pick up your child, unless advised by parents. For the safety of the children, identification will be requested. Please contact the Early Learning Center if your child will be absent.

Supplies:
Parents will need to bring the following items that will remain at the center:
- Diapers (if needed)
- Baby wipes (if needed)
- A complete change of clothes including: shirt, pants, under garments, socks, and shoes
- While potty training, please bring at least three (3) changes of clothing
- A blanket for nap time

Diapering:
Children still in diapers will be checked/changed as follows:
- Every 2 hours
- Prior to napping
- After waking from nap
- Children will also be changed promptly as necessary in between these times

Toilet Training:
The Kettle Falls Early Learning Center works cooperatively with parents on decisions regarding potty training. It is our goal to make the transition from diaper to toilet a positive experience for children and parents. Children will not be forced to potty train. We use positive reinforcement, and communicate verbally to the parents on the progress of the child. We will use a potty ring that fits onto the toilet seat. We do not use potty chairs. Children that are in the process of potty training will be given many reminders to use the toilet. Parents will need to bring a minimum of three changes of clothing to the center each day during this time.

Transitions:
KFELC staff will support children and families with transitions into, within and out of the program. This process is managed through verbal communication between families, teachers, and the director. Families new to the program will schedule an orientation to complete the enrollment process and developmental screening with the director.

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New families may also visit the classroom and meet the teacher, allowing the child to transition into care successfully. Transition from preschool to kindergarten will include visits to the kindergarten classroom, kindergarten orientation and help with registration, and the completion of a kindergarten transition summary. Preschool teachers will meet with kindergarten teachers to discuss the incoming kindergarten class. Families of children that leave the program are provided with assessment and screening information to take to their new facility.

**Sample Daily Schedule:**

The daily schedule is flexible, based on the number and ages of children in care on a given day. Each day will include meal and snack times, rest times, outdoor play (weather permitting), large and fine motor activities, language activities, music, and creative free play. The schedule may vary slightly depending on which classroom your child is placed.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. – 7:45 a.m.</td>
<td>Arrival – Free choice, table toys</td>
</tr>
<tr>
<td>7:45 a.m. – 9:00 a.m.</td>
<td>Wash hands / eat breakfast</td>
</tr>
<tr>
<td>9:00 a.m. – 9:15 a.m.</td>
<td>Circle time</td>
</tr>
<tr>
<td>9:15 a.m. – 10:00 a.m.</td>
<td>Choice time / small group / (group A outside)</td>
</tr>
<tr>
<td>10:00 a.m. – 10:45 a.m.</td>
<td>Choice time / small group / (group B outside)</td>
</tr>
<tr>
<td>10:45 a.m. – 11:00 a.m.</td>
<td>Large group / wash hands</td>
</tr>
<tr>
<td>11:00 a.m. – 12:00 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:00 p.m. – 2:00 p.m.</td>
<td>Rest time (children not napping will be provided with quiet activities during this time) / wash hands for snack</td>
</tr>
<tr>
<td>2:00 p.m. – 2:30 p.m.</td>
<td>Snack time</td>
</tr>
<tr>
<td>2:30 p.m. – 3:15 p.m.</td>
<td>Choice time / small group / outside (group A outside)</td>
</tr>
<tr>
<td>3:15 p.m. – 4:00 p.m.</td>
<td>Choice time / small group / outside (group B outside)</td>
</tr>
<tr>
<td>4:00 p.m. – 4:30 p.m.</td>
<td>Large group / wash hands</td>
</tr>
<tr>
<td>4:30 p.m. – 5:00 p.m.</td>
<td>P.M. snack</td>
</tr>
<tr>
<td>5:00 p.m. – 5:30 p.m.</td>
<td>Parent pick-up – limited choice, table toys</td>
</tr>
</tbody>
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**Meals and Snacks:**

Sample Daily Menu:

- **8:00 a.m.** Breakfast: 1/2 c. banana slices, 1/3 c. unsweetened cereal, 3/4 c. milk
- **11:30 a.m.** Lunch: Bean and cheese quesadillas, broccoli, peaches, 3/4 c. milk
- **2:00 p.m.** Snack: 1 muffin, 3/4 c. milk
- **4:30 p.m.** P.M. snack: Graham crackers, water
**Behavior Management and Discipline:**
Each child should be privileged with a physically and emotionally safe and orderly environment. A minimum number of rules, rewards, and consequences must be developed in order to protect each child’s rights to this environment.

The KFELC program provides an environment where discipline occurs through a combination of support, encouragement, and limit setting built around a clear plan developed in accordance with the school. It is important that staff emphasize positive behavior management and incorporate positive reinforcement techniques to support clearly taught rules as well as appropriate consequences. All children are encouraged to engage in a cooperative manner, thereby enhancing their social nature, and encouraging their ability to interact with others. Staff will implement strategies to meet the individual needs of children with challenging behaviors. Behavioral support plans will be designed by working with families, teachers, and specialists. Behavioral support plans for children enrolled in KFELC will never include expulsion.

**Child Abuse and Neglect:**
In accordance with WAC 170-295-7060, Kettle Falls Early Learning Center staff must report immediately any instance when staff have reason to suspect the child has been a victim of any physical, sexual, or emotional child abuse, child neglect, child endangerment or child exploitation, as required under Chapter 26.44 RCW. Staff may make a report by calling the statewide number at 1-800-562-5624 or 1-866-ENDHARM.

**Healthcare:**
Complete copies of our healthcare policies and procedures are located in the Sign In/Out Books in each classroom.

A child will be excluded from care if any of the following symptoms exist:
- Diarrhea (three or more watery stools or one bloody stool within 24 hours)
- Vomiting (two or more times within 24 hours)
- Open or oozing sores, unless properly covered with cloths or with bandages
- For suspected communicable skin infections such as impetigo, pink eye, and scabies, the child may return 24 hours after starting antibiotic treatment
- Lice or nits
- Fever of 100 degrees Fahrenheit or higher, or have one or more of the following:
  1. Earache
  2. Headache
  3. Sore throat
  4. Rash
  5. Fatigue that prevents participation in regular activities

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Medication and First Aid:

All medications, including aspirin, etc., must be given to a child by parents, unless KFELC staff receives written authorization to do so. Prior to staff members dispensing any form of medication, whether prescribed or over-the-counter, state law requires that written authorization from the parent and licensed healthcare provider be presented to the KFELC office. Current authorization and instructions from the licensed healthcare provider must be provided at the beginning of each school year in cases where medication is to be given on an on-going basis, and must be updated any time medication treatment orders change. The Authorization for Administration of Medication at School form is available from KFELC staff members.

All medication must be kept in its original container and left with KFELC staff members to be dispensed according to instructions. Medication brought in for one child may not be dispensed to any other child. The licensed healthcare provider must state, in writing, the need for any child to carry and/or self-administer certain medications.

Because the Kettle Falls School District’s nurse is available on a part-time basis, we are able to offer only minimal first aid treatment (Band-Aids, ice packs, etc.). Staff members are trained in first-aid procedures. Minor injuries such as nosebleeds, scrapes, and bruises are handled by staff members with the use of appropriate first-aid supplies as stated in WAC 170-295-5010. Parents will be notified in writing and/or by telephone of any injury the child experiences while at the facility.

Major Injuries:

In the case of a major injury or medical emergency, the parent will be notified immediately. Staff members will provide first-aid as necessary. A serious injury or illness that requires medical treatment or hospitalization of a child in care must be reported by telephone and in writing to the parent, licensor, and the child’s social worker, if the child has a social worker.

Disease Control:

To prevent communicable diseases and the spread of germs, the KFELC staff will clean surfaces using soap and water, including but not limited to, bathrooms, floors, walls, and doorknobs. Additionally, staff members will disinfect surfaces with a bleach/water solution (1 tablespoon bleach to 1 quart cool water) to kill germs after cleaning with soap and water. These surfaces include, but are not limited to, food contact surfaces, diapering areas, toileting equipment and areas, cribs, and high chairs.
Hand Washing:
Staff members are required to wash their hands multiple times during the day, including but not limited to, the time they arrive, before and after diaper changing, after handling an ill child, after toileting, before and after preparing or eating food, after being outdoors, and after handling bodily fluids. Children will be required to wash their hands with warm soap and water when they arrive, after toileting, before and after eating, after outdoor play, and after contact with bodily fluids.

Other Important Things to Know

Transportation:
For your convenience, school transportation is available in the morning and the afternoon. Students that participate in preschool, or qualify for special services, may be transported by bus throughout the Kettle Falls School District. For safety, preschoolers sit in the first seat behind the bus driver. After all the buses have arrived, the children are escorted to the classroom.

Field Trips:
In the event that Kettle Falls Early Learning Center participates in field trips, parents will be notified 24 hours in advance and consent obtained pursuant to WAC 170-295-2070. Other than approved field trips, children will remain on the campus of the Kettle Falls School District at all times.

Religious and Cultural Activities:
The Kettle Falls Early Learning Center participates in Halloween, Christmas, and Easter activities, as well as other culturally relevant activities, depending on our families. Consistent with state and federal laws, we respect the rights of our families to observe the tenets of their faith.

Emergency Preparedness:
Staff is trained in the emergency preparedness plan upon hire, and this plan is reviewed annually. Parents will be provided information about this plan upon enrollment. Emergency preparedness procedures are available to parents upon request. Evacuation routes are posted next to the door in each classroom. Fire drills are conducted monthly and documented each month. Emergency drills are conducted when the Kettle Falls School conducts drills. In case of an emergency, the KFELC has a supply of food and water on hand for children and staff for at least 72 hours, in case parents are unable to pick up children at the usual time.

Clothing:
Children should arrive dressed for play. KFELC encourages play and exploration which includes outdoor play, creative expression and children will get messy. Please ensure you send your child in clothes that can get dirty. Clothing should be weather appropriate; hats, gloves, coats and boots in the winter and lighter layers in the summer. Please ensure all clothing is marked with your child’s name.
Birthdays:

Birthdays can be important to a preschooler. Celebrations at school need to be simple. Teachers might provide a birthday crown or hat to help make the birthday child feel extra special. However, due to special diets and food allergies we cannot allow outside food to be brought in for birthdays or any other occasion. We will have a special treat for snack once per month to celebrate class birthdays. Birthday invitations for parties outside of the school are solely the responsibility of the family. Invitations may be distributed at school only if you are inviting the entire class. Thank you for your understanding.

District Policies & Information

Nondiscrimination Statement
Kettle Falls School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Thaynan L. Knowlton, Superintendent P.O. Box 458, Kettle Falls, WA 99141 Phone: 509.738.6625 Email: tknowlton@kfschools.org

Child Find
Kettle Falls School District offers many academic programs and services for all children residing within district boundaries, including developmental screenings and comprehensive assessments for those suspected of having a disability which could adversely affect their success in school. Early identification and intervention helps children become more independent and achieve at higher levels. Schools provide educational support programs such as Title I, Learning Assistance Program (LAP), special education and speech, physical and occupational therapy. Families with low-income, experiencing homelessness, foster children, and/or children with developmental delay or disability, including speech difficulties, may qualify for preschool services (ages 3-5) at no cost. If you have concerns about your child’s development, contact the school to arrange a free screening for speech, hearing, language, motor, social and learning skills. Individuals from birth to twenty-one (21) years of age may be screened and eligible for district services. For more information or to arrange an appointment, please contact the Special Services Director at (509) 738-6625.

Tobacco-Free, Drug-Free and Weapons-Free Campus
Kettle Falls School District’s campus is distinguished as a tobacco-free, drug-free, and weapons-free zone in accordance with state and federal laws. Staff, students, parents, guardians and visiting citizens are asked to be aware of these prohibitions, and be informed of and abide by the following district policies while on school property, transportation and other facilities when used exclusively for school activities.
Copies of district policies are available by contacting the Administrative Office at (509) 738-6625.

- 4210-Regulation of Dangerous Weapons on School Premises (RCW 28A.600.420; RCW 9.41.280; RCW 9.91.160)
- 4215-Use of Tobacco, Nicotine Products and Delivery Devices (RCW 28A.210.310; RCW 70.155.080)

The McKinney-Vento Homeless Education Act

Assisting Children in Need
If your family lost permanent housing and now live in a temporary shelter, inadequate housing and/or lack a fixed, regular nighttime residence, your children might be able to receive help through a federal law called the McKinney-Vento Homeless Education Act.

Under this Act, children and unaccompanied youth in homeless situations have the right to:
- receive a free, appropriate education and immediate enrollment in the school of choice (even if they are missing a permanent address, required records or documents)
- receive free meals at school and transportation assistance
- access the same academic program and school services for which he/she qualifies as available to non-homeless students

For assistance and more information about how you and the school can work together to provide the support your child needs to be successful, contact the Kettle Falls School District homeless liaison, Greg Price at 509.738.6625 or via email at gprice@kfschools.org.

Additional assistance and resources are available through the Washington State Homeless Education Coordinator, Melinda Dyer at Melinda.dyer@k12.wa.us or 360-725-6050; and the National Center for Homeless Education at 1-800-308-2145 or homeless@serve.org; www.serve.org/nche.

Prohibition of Harassment, Intimidation and Bullying

Harassment, intimidation or bullying is any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:
- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.
How do I report harassment, intimidation or bullying?
Incidents of harassment, intimidation or bullying can be reported verbally or in writing to any school staff member or to the district's Compliance Officer, Thaynan Knowlton at 509-738-6625 or tknowlton@kfschools.org. To submit written statement to any staff member or school office using the Incident Reporting Form #3207F1, or to request a copy of related district policies, contact the Administrative Office at (509) 738-6625.

Prohibition of Sexual Harassment
Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?
You can report sexual harassment to any school staff member or to the Superintendent, Thaynan Knowlton at 509.738.6625 or tknowlton@kfschools.org.

Complaints Concerning Discrimination and Harassment

What is discrimination?
Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person’s disability.

What is a protected class?
A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.
How do I file a complaint about discrimination?
If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Before filing a complaint, you may wish to discuss your concerns with your child’s teacher, principal or with the district’s compliance officers. This is often the fastest way to resolve your concerns.

Anyone may submit a complaint by email to tknowlton@kfschools.org; U.S. mail (Kettle Falls School District, P.O. Box 458, Kettle Falls, WA 99141) or Fax: 509.738.6375. Filing a complaint involves submitting a written statement within one year from the date of the incident, following this general process until a resolution is reached:

1. Complaint to the School District
2. Appeal to the Board of Director’s
3. Complaint to the Office of Superintendent of Public Instruction

For information about district policies concerning nondiscrimination, call the district administrative office at 509.738.6625 to request a hardcopy or translated information. Visit www.kfschools.org for district and school contact information.

Additional information about your rights and discriminatory complaints may be found on the OSPI website at http://www.k12.wa.us/Equity/Complaints.aspx, or by contacting:

Equity & Civil Rights Office
PO Box 47200, Olympia, WA 98504-7200 (360) 725-6162
equity@k12.wa.us
Fax: (360) 664-2967

Pesticide Use

The Kettle Falls School District posts notification when pesticides are to be applied on school grounds. The notification of pesticide application will be provided for interested parents and guardians of students and employees at least 48 hours before the application is to take place. The notification of application will be posted in a prominent place at the school. The notification will include the product name of the pesticide(s) to be applied, the intended date and time of application, the location of application, the pest to be controlled, and the name and phone number of a contact person at the school.