



**ALL-STAR KIDS**  
C O M P A N Y

**PARENT HANDBOOK**  
**2023-2024**

Welcome to our 13th school year here at All-Star Kids Company! We look forward to growing our relationship with your entire family. We ask that you take the time to read this handbook to familiarize yourself with our policies, which will help make your child's educational experience an enjoyable one.

## OUR MISSION

To extend the ministry of Ballard Church by initiating a whole-hearted & whole-person sense of connection, belonging, and purpose in the lives of children and adults. We believe that we can make a difference in our community by creating a school environment full of play, art, and learning.

## PHILOSOPHY

At All-Star Kids Company, we are dedicated to providing a fun, social, and stimulating environment with diverse developmental opportunities. We provide the time and materials for creative self-expression through play, music, and art. All-Star recognizes that God created each of us to be wonderfully unique, while also providing a learning environment free of discrimination.

Working closely with parents through a positive, fun, and respectful atmosphere, we strive to develop curiosity and a love of learning at a young age. The aim of our preschool is to provide early learning skills, appropriate social skills, and to let each child explore, play, and be as creative as they desire in a safe, loving and Christian environment. While we do not claim a single pedagogical approach, teachers seek inspiration from Reggio Emilia, Montessori, Waldorf, High Scope, Curiosity Approach, Project Approach, and more.

## VALUES

**Teachers:** Our staff members are fully supported, provided with adequate resources, and feel well-cared for. They are deeply respected and have a voice in the way our school operates. Our teachers consistently seek to improve their pedagogy and application of developmentally appropriate practice, and honor the children in their care.

**Environment:** Our school is welcoming, clean, and comfortable to spend time in for both children and adults. The space works for us as a 'third teacher' and reflects the community it serves.

We actively encourage and collaborate with one another. Everyone is equally valued regardless of their title, and feels safe/welcome. Disputes or problems are handled proactively and with great respect for all involved.

**Community:** We advocate for our children's needs and celebrate their childhood rather than trying to speed it up. We recognize their God-given and unique personhood, and that each child is a competent and capable learner rather than an empty vessel.

We seek to provide families with opportunities to know and be known by their peers. We connect parents with resources and education in early childhood development. We encourage parents, view them as partners, and seek their expertise from their role as their child's first teacher.

## ASKC GOALS FOR EVERY CHILD

- To foster curiosity and instill a lifelong love for learning.
- To nurture confidence and a positive self-image in each child.
- To provide an opportunity for creative self-expression through play, music, and art.
- To nurture the whole child through social and emotional development and problem solving.
- To encourage character development through the Christian worldview that we are all valued and loved by God and that we all have the ability to love and help others.
- To support Kindergarten Readiness by offering playful learning opportunities in the creative arts, science, math, literacy, imaginative play, health, and gross and fine motor skills.
- To teach self-care and independence from potty training to tying shoes.

## **ENROLLMENT PROCESS**

1. Attend a School Tour with your child. To request a School Tour, please fill out our Online Information Request Form.
2. Complete an Online Registration Form.
3. Submit a \$75 non refundable Registration Fee.
4. Once you have attended a Tour and your completed Online Registration Form and Registration Fee are received, a confirmation email will be sent that your child can either be enrolled or has been placed on our wait list.
5. Once your child is enrolled at All-Star, one month's tuition is due as a deposit to secure a spot for the 2023/24 School Year (to be applied to June 2024 tuition).
6. The placement of each child into their respective classrooms is a process that involves many factors which includes but is not limited to: age, intended kindergarten start date, developmental pace, and personality. While we welcome parents' input, we are not typically able to grant a specific class placement request.

## **WAIT LIST POLICY**

If our program is full, a waiting list will be used to keep track of families who would like to enroll, once space becomes available. In order to be placed on the waiting list, a family must attend a School Tour, complete the Online Registration form and submit a \$75 non refundable Registration Fee.

If space becomes available, the family will be notified and given 5 business days to respond. If the family does not respond or chooses not to enroll at that time, the space will be offered to the next family on the waiting list, and that family can either remove themselves from the waiting list or save their spot.

Enrollment preference is given to currently enrolled All-Star Kids Company students first, alumni or siblings of alumni second, children of Ballard Church employees third, followed by the general public.

## **WITHDRAWAL & DISENROLLMENT**

### Withdrawal or Schedule Changes

We hope that you never have to leave, but understand that life is rarely predictable!

Notification of withdrawal or schedule change must be made in writing with a minimum of 30 days notice. If this occurs over 30 days before the start of the school year, you will be refunded your tuition deposit in full. If withdrawal or schedule change occurs inside of that time period or after the start of the year, your deposit will be applied to any unpaid tuition during the 30 days following your written notice. If you are remaining at our school but reducing the days attended, your tuition deposit will be adjusted and partially refunded if applicable and the new tuition rate will go into effect 30 days after written notice. Fees are nonrefundable.

### Policy for Disenrollment

All-Star Kids Company is committed to providing the highest quality experience for families enrolled in our program. We seek to provide for the needs of each individual child in balance with the needs of the classroom. It is very rare that a child or family's behavior may warrant the need to find a more suitable setting. We will do everything possible to avoid a disenrollment but the following are a few examples in which disenrollment could be considered:

Ongoing physical or verbal abuse to staff or other children; ongoing uncontrollable tantrums/angry outbursts; excessive and developmentally inappropriate biting; a parent/guardian failing to respect school policies; non-payment of tuition and fees; needs for

special services that are not provided to other children, cannot be reasonably provided, or departs from the philosophy of ASKC.

If the decision has been made that a child/family should be disenrolled after reasonable effort to find a solution, the family will be contacted for a meeting with the Directors. The Directors will share the decision for the disenrollment with the family and if necessary, follow up with a letter with the reasons for disenrollment and the date it will go into effect.

## **TUITION & PAYMENT**

### **Tuition Payments**

*Payment is due on the 1<sup>st</sup> of the month.* If payment is received after the 7<sup>th</sup>, there will be a late charge which will reflect on your next billing statement. If no payment is made, it could result in the termination of your child's attendance to All-Star Kids Company.

Changes to your child's class schedule are processed on a month-to-month basis and are based on availability. We require a 30-day written notice of changes to your schedule.

### **2023/2024 Tuition Rates**

\$486/month: Attending 2 days/week\*

\$650/month: Attending 3 days/week

\$780/month: Attending 4 days/week

\$909/month: Attending 5 days/week

*\*Limited to children in our Twinkles program, this schedule has limited availability.*

*\*\*Rates subject to change in the 2024/25 school year.*

### **Discounts**

- Sibling: If you have more than one child enrolled at All-Star, you are eligible for our Sibling Discount. This is a 10% reduction off of all additional children enrolled besides the oldest enrolled child. Please contact the director for more information on your specific tuition & fees.
- Scholarship: These are awarded on a yearly basis based on need and availability. Applications for scholarship are open March through June and are given at the discretion of ASKC and Ballard Church.

### **Types of Payment**

- Procure Parent Portal: Using a linked checking account, you can manually make payments or set up automatic payments - this can be done through a web browser or in the Procure app.
  - o Pay by credit card or debit card through Procure Parent Portal. Families using this option will also pay a 2.75% processing fee.
  - o By setting up ACH, no fees will be incurred.

### **Fees**

#### **Registration Fee**

Non-Refundable registration fee to be added to waitlist/enrollment \$75/year.

#### **Supplies Fee**

In lieu of collecting school supplies and fees for special activities such as field trips & large projects there will be an annual supply fee of \$100 for each enrolled child. The supply fee is

collected before the child's first day at All-Star. This amount is the same regardless of when the student joins school (in September or mid-year).

#### *Toilet Training*

All students that are not independent in the bathroom will wear disposable training pants and be part of our toilet training program. As part of this program all students that are not independent in the bathroom will pay an **additional fee** to pay for resources (training pants, wipes, and staff time) necessary to support toilet training in the preschool environment. This fee will be added to your account at the end of every month:

- \$25/month: Attending 2 days/week
- \$35/month: Attending 3 days/week
- \$45/month: Attending 4 days/week
- \$55/month: Attending 5 days/week
- 

We will discontinue invoicing you for this fee when your child exclusively wears underwear to school for 2 consecutive weeks of regular attendance.

#### *Drop-In Fee*

Depending on availability, you may request to schedule a drop-in day for your child for \$45. These days must first be arranged with your child's teacher, who will then inform the Director for billing and scheduling in Procure.

#### *Late Payment Fee*

If payment is received after the 7th, there will be a \$35 late charge which will reflect on your next billing statement.

#### *Late Pickup Fee*

If a child is picked up 5 minutes or more after their designated pick up window, the late pickup fee is \$10 for the first 5-15 minutes and \$1.00 per minute for every minute thereafter. This fee will be added to your next invoice.

#### Refunds

There will be no refund on monthly fees or any portion thereof, regardless of sickness, school closure, holidays or family vacations. We are unable to 'swap' days if your child misses school for any reason, but may be able to accommodate a drop-in day depending on space.

## **ORGANIZATIONAL STRUCTURE**

All-Star Kids Company operates as a non-profit ministry of Ballard Church. We work closely with the pastoral staff to support the church's mission to create environments where people from all walks of life can explore what it means to know Jesus, to connect in meaningful relationships, and to serve our community and world.

The Director is responsible for the day to day operations of the program and all staff report to them. In turn, the Director answers to the Lead Pastor of Ballard Church and the Church Board.

*All-Star Kids Company does not grant or deny enrollment based on religious affiliation.*

*Attendance at a church or profession of faith are not required to enroll at All-Star Kids Company, as we are here to serve our local community in a way that respects everyone's individual faith or spiritual beliefs.*

## OUR TEACHING STAFF

Each classroom is run by a team of two teachers (dependent on enrollment). We are incredibly proud of our staff and invest in their growth, which then manifests in a higher quality education for our students. These teachers receive regular training in their field that includes but is not limited to: developmentally appropriate practice, developmental theory, positive discipline, anti-bias education, Gottman's Emotion Coaching, child abuse and neglect, Second Step/Kimochi, First Aid/CPR, blood borne pathogens, and universal precautions.

Lead teachers receive paid planning time each week, as well as weekly lead staff meetings and a weekly classroom team meeting. Each staff member meets regularly with a Director and attends a quarterly All-Staff training.

## PROGRAM CURRICULUM

At All-Star Kids Company we nurture the development of the whole child. Our All-Star staff are expected to follow the guidelines set forth by the state and NAEYC in a fun and playful way to keep our children engaged. In every classroom our approach is hands-on rather than through seated rote memorization, utilizing all of the senses to support your child's growth. We believe in the importance of play and know that children are best prepared for kindergarten when allowed to learn at their own pace with materials that interest and challenge them. Each classroom provides opportunities for block play, dramatic play, science, art, and more.

Our teachers work closely together to observe students and use that information to develop lesson plans that will be interesting to the class. We believe that anything can be a vehicle for learning - and that learning is so much more exciting when it's playful! Sometimes we learn by mixing every color in the rainbow, other times by building a palace for dinosaurs, and frequently through reading books that interest us. Throughout the year, our teachers will help make your child's learning visible.

When creating our definition of readiness, we asked local kindergarten teams to list the skills that they would like to see each kindergartener arrive with. These are compiled into our readiness goals with three tiers: Must Know, Nice to Know, and Positive Exposure. This helps our teachers focus on true essentials and make realistic learning goals for your child's education.

### Additional Curriculum:

In addition to the lessons and activities created by our amazing teachers, we enrich our classrooms with a few prepared curriculums. These were carefully chosen, are research-based, and our staff feel that they are effective in preparing our little learners for kindergarten and life outside of the classroom:

*Get Set for School:* This curriculum was formerly used in most Seattle kindergarten classrooms and still aligns closely with their current practices. This is a flexible, play-based curriculum that focuses on Readiness and Writing, Language & Literacy, and Numbers & Math. This curriculum is developmentally sequenced and encourages active participation. Our Novas & Comets classes utilize this program.

*Generation Mindful:* This resource is used in our Twinkles classroom to facilitate the acquisition of language and emotional intelligence for our youngest learners. Teachers focus on recognizing and naming emotions, as well as supporting emerging self-regulation skills.

*Kimochi:* The Kimochi Curriculum, which is used in our Lunas and Astros classrooms, centers on exploring and naming feelings. The Kimochi Curriculum is composed of different 'friends' -

characters that possess their own unique personalities to help name and teach feelings. Throughout the course of the year students will meet each new friend and their corresponding feelings. The Kimochis will help act out various scenarios and teach helpful social scripts for our students to use with each other - how to communicate with others, how to get someone's attention, what to do when you make a mistake, how to deal with overwhelming feelings, etc.

*Second Step:* The Second Step Curriculum, which is used in our Novas and Comets classes, strives to increase a child's school success by providing them with skills for learning, how to manage emotions, solve problems, and make friends. Second Step uses stories, puppets, games, role-playing, and songs to teach these foundational skills. Throughout the year, students will learn how to focus their attention to listen, how to identify their own and other's feelings, understanding strong emotions, how to make and keep friends, how to calm down and use problem solving strategies, and how to transition into the world of Kindergarten.

## **AN ALL-STAR DAY**

The schedule will vary from class to class, depending on different activities introduced that day and the individual needs in each specific class, but can include the following:

Circle Time: An opportunity for children to experience being part of a community, saying hello and sharing. Circle time offers creative movement, music, games, and stories.

Group Learning: Structured activity planned by the teacher. Group activities vary from hands-on lessons, science experiments, songs and storytelling, and art.

Center Time: Children learn incredible things through unstructured play. During this time the students will learn through sensory activities, dramatic play, and creative expression.

Lunch Time: Children bring their own lunch. Time is set aside for students to eat and socialize while learning manners and self-care.

Outside Play: All-Star Kids enjoy our outdoor space daily. This space features plenty of space for outdoor learning, movement, free play and organized games. Our outdoor space boasts a large custom boat-shaped sandbox, natural balance logs & stumps, sensory table, play house, sports equipment, and more.

Messy Art Room: Children are regularly given the opportunity to make artistic decisions using various mediums, including paint, chalk, markers, watercolors, or other "messy" mediums. In this room students may also choose where they create - on the walls, paper, floor, etc.

Play Lab (in Fireside Room): Classes may rotate through this flexible learning space, where they may work on larger or more time-consuming projects, participate in mindfulness exercises, create obstacle courses, etc.

Character Kids: Bible stories and character development are integrated into our month through Character Kids. During this time we read a bible verse that ties into a virtue. As we talk about these virtues we brainstorm ways we can use these virtues (respectful, loving, thankful, etc.) to interact with the people in our community.

Play Space: Classrooms have a regular opportunity to visit this space for large motor activities. This space is also available for All-Star families to rent at a discounted rate.

## **DROP-OFF & PICK-UP PROCEDURE**

- Dropoff and pickup are times of day where there are a lot of people moving through our hallways. Doors will open at 8:55 and will be locked at 9:05. Pickup is from 12:55 - 1:05pm.
- We use a one-way path through the school - you will enter using the main preschool door and follow this path to exit at the other end of the parking lot.



- Parents and caregivers will need to check their students in by using their own device. We will have a QR code displayed outside each classroom for you to scan, which will open our check in portal.
- After you have brought your child into the school and helped them hang up their belongings in the hallway, please drop them off at the doorway to their classroom. Teachers will assist your child with handwashing and getting settled into their routine.
- Pickup will operate similarly to the start of the day. Teachers will call your child to meet you at the door. Any parent/teacher communication should take place virtually to help expedite pickup.
- **Late Pickup Fees:** If a child is picked up 5 minutes after 1:05pm (meaning that the guardian is not yet on the premises), the late pickup fee is \$10 for the first 15 minutes after 1:00pm and \$1.00 per minute for every minute thereafter.

## **TOILET TRAINING**

All-Star Kids Company policy is that all children in our Comets, Novas and Astros classes are toilet trained (in undies) before they begin our program. We will at all times positively support a child who has the occasional accident. If a child has an accident, we will use an extra set of clothes and notify the guardian. All classes have regular bathroom breaks scheduled into our daily routine to support the children.

If your child is in a Preschool classroom and is not fully potty trained, we will support the methods you are using at home and reinforce them at school. Pull-ups and wipes will be provided by All-Star. We do not track accidents or staying dry unless specifically requested by the parents - tracking can sometimes place unnecessary pressure on young children who are often juggling multiple developmental leaps simultaneously.

We will be partnering closely with your family to develop an integrated plan to encourage toilet training as part of our curriculum. We will have the necessary time, staff, and materials on hand devoted to this. As part of this all students that are not independent in the bathroom will pay an **additional fee** to pay for resources necessary to support toilet training in the preschool environment. We will discontinue invoicing you for the fee when your child exclusively wears underwear to school for 2 weeks of regular attendance.

## **DRESS CODE**

Please label everything you can - teachers are not able to keep track of every personal belonging. Labels are extremely helpful when so many identical items show up at school!

### *Shoes:*

As part of our goal to teach self-care for your child, we will work to teach your child to get his/her shoes on and off. Therefore, we highly suggest slip-on shoes (Velcro is better than laced shoes) for increased self-help practice.

Rain boots are great for rainy days, and we are happy to help your child swap into these.

### *Clothing:*

Please remember that your children are here to have fun and will be learning through play! Some activities are messy and we do not want the children to worry about their clothing as they experiment with new and exciting activities. Short sleeves or sleeves that roll up easily are encouraged. We do wear smocks during messy art activities but cannot guarantee clothing will not have a little "art" on them at the end of the day.

Our children will go outside almost daily, so appropriate outdoor shoes and clothing worn to school daily is a must; rain, snow or shine!



## **SNACK & LUNCH**

At All-Star, we use meal times as a way to enjoy one another's company, learn about nutrition and self-care, and to practice table manners.

### **SNACKS**

Families provide their child with an individual daily snack packed in their backpack. This could be a container of their favorite fruit, a bag of crackers, some cheese, a muffin - whatever your child is most likely to enjoy and feel satisfied by. Snack ideas vary wildly, so do what your family is comfortable with. We do ask that 'treat' types of snacks be saved for holidays or special occasions.

We ask that families who are providing special-occasion treats check with the Lead Teacher to be aware of any allergies in the class.

If your child sometimes has days where they are 'extra hungry' and you would like to keep some backup or extra snacks at school, please talk with your child's teacher.

*\* If packed by mistake, any foods containing a classroom specific allergen will be returned unopened in your child's backpack and they will be offered something else to eat.*

### **LUNCH**

Each child should bring a filling lunch from home, packed in containers that your child can learn to open and close on their own. All-Star does not provide a place to keep things cold or the ability to warm food. Food will not be shared or 'traded'. Classroom specific allergies will be communicated by your child's teacher.

*\* Please remember to avoid packing foods that contain classroom specific allergens as communicated by your teacher. If packed by mistake, these foods will be returned unopened in your child's lunchbox.*

## **PARENT INVOLVEMENT**

One of our favorite things about All-Star is how quickly it begins to feel like a big family. We encourage you to form a close partnership with the staff and to attend parent/family events. Please feel free to contact your child's teacher if you would like to volunteer for a storytime or class project. Our students are always delighted to have special visitors. Volunteers must be in good health.

Each class is supported by a room parent. This role works closely with the Lead Teacher to plan holiday parties, coordinate class playdates and more. Please talk with your child's teacher or to Jennie if you're interested.

Another way we encourage parents to get involved is to act as a substitute teacher from time to time. This enables our teachers to take sick leave, respond to family needs, or even get some extra time to prepare special experiences for their classroom. Subbing could be for a whole day or just for an hour. This does involve being background checked and learning some safety measures. Please contact Jennie if you'd like to learn more.

## **BIRTHDAYS**

Your child's birthday is a special day that we will celebrate at All-Star Kids Company. You may send any treat you wish that day such as cupcakes or popsicles, etc. Please be mindful of allergies in your child's classroom which will be communicated by your child's teacher. Please inform the director and teacher 48 hours before the special day so arrangements can be made - we like to give our students lots of time to enjoy their special day and treats!

## **HOLIDAYS**

We will celebrate most holidays – Halloween, Thanksgiving & Native American Heritage Day, Hanukkah, Christmas, Valentine's Day, and Easter – with special activities and class parties. We plan to help the kids understand the historical, and sometimes religious meaning behind these holidays as well as to respect others beliefs. If your family celebrates a holiday other than the ones listed, we encourage you to communicate this to your child's teacher and help share the tradition with your child's class.

**\*\*Sometimes we receive questions regarding our teaching around Thanksgiving - the narrative of "Pilgrims and Indians" is not used in our school out of respect for the Coast Salish people and other Native tribes. Children are encouraged to discuss gratitude, generosity, hospitality, nutrition, and gathering together with loved ones.**

## **FIELD TRIPS**

Depending on the class your child is a part of, your child may experience a field trip or two this year. Sometimes it's an Earth Day cleanup walk around the neighborhood, or it might be a longer trip somewhere further away. Your child's teacher will let you know in advance when and where the class is going and written consent is required for your child to participate. More information will be sent out in a parent letter prior to each field trip.

## **COMMUNICATION**

Effective communication is vital to the relationship between school and home and is the difference between a quality education and just a school. Please feel free to contact us at any time if you have a question, comment or concern. Nothing is too small and we look forward to working together with you to ensure a positive experience for your child. You can contact us by our individual emails or the office email: [info@allstarkidscompany.com](mailto:info@allstarkidscompany.com) or phone: 206-880-0317 or we can schedule a meeting in person or over Zoom. Our typical office hours during the school year are 8:30am-2:30pm, Monday through Friday.

## **REPORTS**

Our intent is that every child's day, week, and year is uneventful and smooth sailing. Unfortunately, that's not always the case! If an incident occurs during your child's day you will receive a report from their teacher. After reviewing and signing the report, please return it to the teachers. You may request that a copy be emailed to you. These reports are meant to make sure you have all the necessary information and help us recognize patterns so we can adjust accordingly with our space and routines.

*Ouch reports* will be made if your child had an injury during the day that required first aid or that might require further observation/care.

*Incident reports* will be made if your child had significant and/or unusual trouble regulating their behavior.

## **CALENDAR**

All-Star follows the Seattle Public School Calendar for holidays. Specific details will be provided each month by your child's teacher.

## **INCLEMENT WEATHER**

The safety of our community is our highest priority: if we are unsure that all of our students & staff can travel to and from school safely, we will not be in session. Information about weather delays will first be sent out through Remind via text and followed up with an email. We do not

offer makeup days or offer a refund when we are closed for three days or less. For closures exceeding three days, we will offer a credit for future months' tuition.

## **BEHAVIOR GUIDANCE POLICY**

At All-Star Kids Company, we feel strongly that behavioral guidance works best when there is a positive relationship between the child and adult. We spend a majority of our time seeking to have positive interactions that act as a deposit into our bank of trust and mutual agreement. However, we recognize that our students are young and make mistakes. 'Misbehavior' often originates from still-emerging social skills or the child's inability to properly describe and advocate for their needs or emotions. While we strictly avoid any discipline techniques that rely on shame, labeling, isolating, or punishment; we want to help our students learn more effective behaviors and habits that will serve them as they grow older.

*Our expectation:* Safe, Kind, Responsible. We will keep everyone safe and healthy; we will be respectful of others' feelings; and we will take care of our materials & environment.

*We use indirect guidance:* ample warning of upcoming transitions, choices and group agreements, regular routine, consistency, clearly defined expectations, celebrating effective behavior/habits, and enforceable language.

*We use direct guidance techniques:* affirmative language that describes the behavior we would like to see, respectful communication techniques, age-appropriate expectations, social problem-solving, realistic consequences, and allowing children to exit gracefully from the problem.

If a child is unable to self-regulate, the child will be offered a quiet place in the classroom to collect themselves. If they are unable to rejoin the group, the child may be brought to another classroom or to the office to take a break. Taking a break is always in the company of a calm and supportive staff member and is meant to give a child a chance to regain control without embarrassment. They might be offered a chance to go for a walk, asked to help with a simple task, or given some water to drink. When the child is ready, their teacher will check in with them and gently guide them towards a more effective behavior in the future.

If a student requires individual attention that we are unable to accommodate, we may need to contact a parent to pick their child up early. Persistent and inappropriate behavior may lead to suspension or disenrollment.

## **ILLNESS POLICY**

As a general rule, **children who are tired or not feeling well should be kept home**. Please see below for a few specific examples. For changes due to the Covid-19 pandemic, please refer to the [ASKC Parent Handbook COVID Addendum](#).

- Cough/Cold: Keep your child home for 48 hours following the first signs of a new cold (when a cough is "productive", stuff coming out, or can't be controlled) or when your child has an excessive runny nose, especially green mucus. Children should only return if their symptoms have improved and they are able to keep their coughs and sneezes away from peers. Children returning from having a cold are asked to wear a mask until all symptoms are gone.
- Fever: Keep your child home for 48 hours following the last signs (from the time the fever breaks without the use of any medication) of a fever of 100.4 degrees or more.

- Rash: Keep your child home for 24 hours following the last signs of an infectious rash, specifically any open sores from an infectious rash.
- Conjunctivitis (Pink Eye): Keep your child home for 24 hours following the start of antibiotics if bacterial. If it is a viral infection, please keep your child home for 48 hours or until the infection has cleared.
- Strep Throat: This must be confirmed by your child's medical provider. Keep your child home for 24 hours following the start of antibiotics.
- Vomiting/Diarrhea: Keep your child home for at least 24 hours following any signs of vomiting or diarrhea. Return to school only when your child is able to eat and drink normally without return of symptoms.

If a child becomes ill at school, or arrives at our school showing signs of illness he or she must be removed from the classroom and a parent will be called. In the event that a parent or other emergency contact cannot be reached and medical attention is necessary, the child may be taken to the doctor listed on his or her registration form. If urgent medical care is indicated, 911 will be called to transfer your child to the nearest emergency department. Any expenses incurred will be the responsibility of the child's family.

If you have any doubts about whether or not your child should come to school, it is a good idea to keep your child home. If you are unsure, please call or text and we will discuss your child's symptoms. Sometimes children can seem energetic at home but the highly stimulating environment and quick pace of the school day can be too much if your child hasn't fully recovered from their illness.

\*\*\*Students need to stay home if they still have a constant/uncontrollable runny nose, if they are unable to contain lingering sneezes and/or if they are unable to participate in daily activities.

If a child comes to school with these symptoms, they will be sent home and will not be allowed to return for another 48 hours.

### Medication Administration

If your child is taking any medication (prescription or over the counter) please let us know. In general, we do not usually administer any medications at school, except as prescribed by a doctor. Example: insulin, epinephrine injection, albuterol inhaler.

### Prevention of Illness

Hand washing is the very best way to prevent the spread of germs, and it is part of the routine throughout the day in every class. We particularly encourage hand washing at the beginning of class, after coming in from outside/any play spaces, after using the restroom, and before eating. Adults as well as children are expected to do this. Please partner with us to encourage your children to wash completely for a proper cleaning time (for as long as it takes to sing 'Happy Birthday').

We teach the children to cough and sneeze into the crook of their arm (we tell them, "where your arm bends"). All of the classroom materials are meant to be touched and therefore can easily be contaminated. Please encourage your child to cover their coughs and sneezes with their arm.

We will follow Seattle Public School's COVID protocols:

Any student or staff who tests positive for COVID-19 is required to isolate at home for five full days regardless of vaccination status.

If you test positive for COVID-19 but do not have symptoms:

- Isolate for at least five days after testing positive for COVID-19. Day zero is the day you test positive. You can leave isolation after five full days if you have not developed any symptoms. Repeating the test does not change the requirement to isolate for five full days.

If you develop symptoms after testing positive:

- Your five-day isolation should start over. Follow the isolation recommendations below for individuals who have symptoms.

If you test positive for COVID-19 and develop symptoms:

- Individuals may return from isolation after five full days have passed since symptoms appeared if:
  - No fever within the past 24 hours (without medication) AND
  - Symptoms have significantly improved

COVID-19 antigen tests are encouraged before returning from isolation. Only start testing if you are fever free for 24 hours without using fever-reducing medication and your other symptoms have improved.

- Anyone returning to school or work after isolation should wear a well-fitted mask from day six to 10.
- If an individual tests positive after five days of isolation, they must stay at home for the full 10-day isolation period unless they test negative on two sequential tests each performed 24-48 hours apart. If they test negative on the two sequential tests, they can end isolation before day 10.
- If an individual is unable to wear a well-fitting mask, they should continue to isolate for the full 10 days.

Individuals who have been infected with COVID-19 within the past 90 days should use an antigen test, as PCR tests may remain persistently positive even if there is no new or active infection.

## **Exposure**

Regardless of vaccination status, anyone (especially housemates and family members) potentially exposed to COVID-19 is encouraged to:

- Monitor for symptoms and get tested for COVID-19 three to five days after your last exposure.
- Wear a high-quality mask or respirator around others at home and in public for 10 days after your last exposure. Continue to wear a mask even if you test negative for COVID-19.

If you test positive:

- Isolate and follow steps above

If you test negative by an antigen test:

- Retest with an antigen test 24-48 hours after the first negative test. If the second test is negative, but concerns exist for COVID-19, you may retest 24-48 hours after the second negative test, for a total of at least three tests.

### Outbreak Response

If there is a suspected or confirmed outbreak in a classroom or across classrooms, testing and masking may be required to sustain in-person learning.

### Cleaning Schedule

In addition to regular hand washing, our staff maintain a clean and healthy environment with a rotating cleaning schedule. The cleaning schedule includes bathrooms, classrooms, and common areas. Beyond a regular cleaning schedule each classroom has a deep cleaning schedule to ensure all of the classroom surfaces and toys are fully sanitized. While children are in the space, staff use a non-toxic cleaning solution. For disinfecting, staff use a bleach water solution suggested by the Department of Public Health and allow it to air dry overnight.

### **NOTIFICATION OF ABSENCE**

If your child becomes ill or will be absent for any reason, please contact All-Star Kids Company and let us know as soon as possible. Please email your child's teacher directly and email: [info@allstarkidscompany.com](mailto:info@allstarkidscompany.com).

### **SAFETY AT ALL-STAR**

All-Star Kids Company is dedicated to keeping up on safety education. The school's disaster plan is integrated with the Seattle Public Health's Child Care Disaster plan.

### Emergency Planning:

- Drills: The school practices two drills a month: a monthly fire drill and a rotating drill of either an earthquake, lock-down, shelter in place, missing child, and power outage. In addition to these drills, all school staff receive training in CPR and First Aid.
- Disaster Plan: Each teacher has a binder in a grab n' go backpack that is with the teacher whenever the class is leaving the classroom. In this binder is information regarding: our school's information, disaster plan, allergy lists, class lists and emergency cards. These packs are intended for caring for the children for a short period of time in the case of an emergency.
- Comfort Kits: If you would like to keep a letter or special stuffie in your child's backpack for emotional comfort in the case of an emergency, please feel free to add them to their backpack. The classroom backpack will have all necessary items needed for the class in the case of an emergency. (Note for returning families: we will no longer require a 'comfort kit' to be sent to school with your child.)

### In the event of an emergency:

- Do not call All-Star Kids Company or your child's teacher. All-Star will contact you with the emergency status and following pick-up information if necessary.
- Please make sure you have signed up for Remind, which is a system used to directly text message any urgent information to our families.
- Please stay in your car for pick-up. To avoid congestion and to stay safe, a staff member will bring your child to your car for pick-up unless told otherwise.
- If the school has been evacuated, the Information Check Point will be located on the sidewalk on the South side of NW 73rd Street (facing Ballard Church).

### Safety Curriculum

The personal and situational safety of our students is a top priority. While we do use specific lessons seasonally, throughout the year we read stories about safety and what to do in an unsafe situation. These emergencies are described in a simplified manner that suits the developmental stage of each class. Students are taught that during an emergency, they need to stay close to their teachers and listen carefully to instructions. When our classes experience their first fire or earthquake drill, teachers will read the story about what to do before and after the drill takes place.

Additionally, teachers teach and model consent with students. This is developmentally appropriate practice meant to teach students that they have the right to refuse any unwanted physical contact that is not meant for their health and safety.

### **CHILD ABUSE POLICY**

Parents, please note:

- Teaching, administrative, and ministry staff are mandated reporters, meaning that we are required by law to report suspected or disclosed abuse.
- Failure to report abuse can result in prosecution.
- We are not permitted to contact the parent, unless specifically directed to do so by the Department of Social Services.
- Reporting procedures are designed to protect the child.
- Our responsibility is to report suspicious/disclosures, not determine if abuse has occurred.
- It is the responsibility of the Department of Social Services to investigate and decide if the child is in need of protection.
- Our primary concern is the safety and well being of the child.

### **NON-DISCRIMINATION POLICY**

All-Star Kids Company does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.