



TEAMS

Learning Center

Training Educating And Mentoring Services

Parent Handbook/ Policies and Procedures

updated 8/12/2022

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Contact Information

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Board President: Mariah Thornock

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About TEAMS Learning Center:

Our Mission: Our mission is to enhance the lives of young children by supporting families in our community through Training Educating and Mentoring Services. TEAMS Learning Center Curriculum believes in play with a purpose! Meaning that, our activities are chosen to support each child's interests and brain development: socially, emotionally, cognitively, creatively and physically. We are a non-profit, early-learning center focused on child development and success.

Our Philosophy: The first five years are the most important in everyone's life. The development that occurs during this time provides a foundation for all future growth. With a solid foundation built in these early years, our children will grow to be well-rounded, secure individuals. Each child is unique with personality and character. At TEAMS we celebrate diversity by creating an environment that facilitates self-confidence, respect and independence. Children learn through experience in surroundings designed to challenge their minds and enrich their spirit of learning. Our educational program is fun, involved hands-on learning. It is our ultimate goal to support our children in each stage of life through age appropriate activities focusing on social, emotional, cognitive, creative, and physical development. We believe in Play on Purpose.

Student Paperwork

To be admitted, all children must have the following documents completed:

1. Online Enrollment Form
2. Certificate of Immunization Status***
3. Signature page of policies and procedures handbook
4. Specialized Care Form- If Needed
5. Signed photo/video release form

***It is the responsibility of the parents to keep their child's immunization record up-to-date, by sending a copy after each new immunization. If choosing to be exempt, the certificate of exemption must be filled out. Thank you.

We keep a file for each child who is enrolled in our care. Once a child has not attended for a year their file is moved to storage. After 7 years the file is destroyed.

Booking

All sessions are booked online at teamslearningcenter.org in a first come, first serve style. If the classes you desire are full you may add yourself to a limited number of waitlist entries. All families on the waitlist will be notified when a spot opens. That open spot is also first come, first serve. If you need help with the booking process, please feel free to ask a teacher or director.

Cancelation Policy

If your child will no longer be attending the session, please cancel online as soon as possible. Our refund policy is as follows:

More than 24 hours – 100% Credit

Less than 24 hours – no refund will be given

Credits will be manually attached to your Bookeo account to use on your next booking. Credits are done manually and will take a few days to process.

Families on tuition are required to give a 30 day notice before their last day.

Holidays and Vacations

We are closed on the following dates:

January	New Year's Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Thanksgiving and the day after
December	December 24 th through 31 st

In addition, we may, on rare occasion(s) need to close due to power-outage or other weather-related circumstances; however, we will always do our best to avoid such situations.

Personal Items Needed

Parents of bottle-fed babies: please supply all bottles, formula, feeding supplies, and breast milk if necessary. Parents of infants and children still in diapers/pull-ups: please bring 1-2 diapers or pull-ups per session. Write the child's full name and add it to the diaper bin upon drop off. Baby wipes are supplied by TEAMS. It may be a good idea for children who are in the process of toilet

training to bring 1-2 changes of clothes. Children are silly sometimes and loose socks, shoes or other personal items, please note that labeling is not required but will help us return items properly. Items such as coats, shoes, gloves and hats should also be labeled in order to better ensure that they will be returned to the rightful owner. Children should come in proper attire for play. Please not their Sunday best as we love to paint, play outside and be messy, it is a daily part of our curriculum. During the summer we DO NOT apply sunscreen to the children, we ask that the parents do this prior to bringing their child to the session. We do not go outside for more than 45 minutes and not at all in extreme weather (above 100 degree F or below 20 degree F). You are welcome to bring a water bottle, only filled with water and clearly labeled. Please don't allow your child to bring toys, candy, gum or small, chokable items. Also please do not bring anything of value or things you treasure such as electronics, jewelry, irreplaceable mementos or items of personal value due to the fact that we are not responsible for any lost items.

Signing in and out procedures

Parents/guardians are required to enter the building with their child and sign that child in on the sign-in sheet in the appropriate line (drop off, stay and play, volunteer) at the beginning of each session. Sign in process includes child's full name, adult's full name, and adults signature agreeing to the terms of TEAMS Learning Center as well as time and any notes or allergies reminders. We also require you sign your child out at the end of each session with a signature or initials and time on the same form and line used for the sign in process.

Stay and Play

Our stay and play program is designed so that parents/guardians can come with their child and play in a safe child-centered learning environment. It allows caregivers to bring their child(ren) to TEAMS and take part in center activities free of charge. The caregivers are required to stay with their children and play with their child and other participants. During this play, they are interacting with their child but center staff are engaged, helping to guide interactions and communications if needed and provide mentoring to parents/guardians. Stay and Play adults must be within eyesight of their child at all times. We ask that stay and plays book online. We have 2 spots available at each session and if more children will be coming we ask that this is prearranged with staff.

Visitors

Occasionally, TEAMS will have visitors who come to the school and share a special skill, talent or knowledge with the staff and children present during the session. (examples: musicians, yoga instructors, ect.) Staff are always present and visitors are not left unsupervised with children.

Mentees

TEAMS offers a babysitting course and as part of the curriculum those attending (mentees) are welcomed in the classroom to hone their skills and learn from our teachers/directors while

interacting with children. Mentees are always supervised by staff and are not left alone with children.

Volunteers

We, as a non-profit, rely heavily on our volunteer program. We have several different capacities that our volunteers fall into including but not limited to: the parent advisory board, special event planning, volunteering in the classroom, helping with maintenance and clean up around the facility. Unless a volunteer has taken their required 30 hours STARS training, completed a background check and TB test they are not left unsupervised in the classroom with children present. If interested in our volunteer program, please contact the volunteer coordinator.

Curriculum

Every classroom has a new curriculum every other week and is posted in the classrooms. We encourage families/caregivers to read this when they bring their child so they are able to talk about what they've done that day and even implement at home if desired.

Diapering and Toilet Training

We ask that parents of infants or toilet training toddlers bring 1-2 diapers or pull-ups to each session their child attends. If a child is in underwear and currently potty training we ask that an extra outfit is provided just in case it's needed. We have a set time at each session that we change diapers, but also do so on an as needed basis. We give regular reminders for potty training kids. Please keep teachers informed of any updates during the potty training process.

Medication Management

TEAMS Learning Center does not administer any medications other than those required for allergy emergencies (i.e: epi pens or emergency inhalers) Diaper cream and sunscreen is considered a medication therefore we do not administer them. In full day programs a permission slip for sunscreen application will be used.

Health Policy

We are required to have a health policy; this policy is kept in the binder in the office. Parents may request to review or have a copy of this at any time.

Illness

In an effort to protect children from the spread of illness, a child who is ill will be excluded from TEAMS for a minimum of 24 hours following the last occurrence of fever or symptoms. Children with any infectious or contagious illness or any of the following symptoms will not be allowed at the center. These symptoms include:

- Diarrhea: 3 or more watery stools in a 24-hour period.
- Vomiting: vomiting 2 or more times within the past 24 hours. (unless from food allergies)

- Rash: body rash, especially combined with a fever and itching. A doctor's note stating the rash is not contagious will be needed for a child to return to the center. Diaper rash, heat rash, and allergic reactions are not contagious.
- Eyes: Thick mucus or pus draining from the eye; or conjunctivitis (pink eye).
- Appearance and behavior: unusually pale, lack of appetite, difficult to wake, confused, irritable. These symptoms are an indication of the onset of illness.
- Sore throat: especially with fever or swollen glands in the neck.
- Lice, Hand Foot and Mouth or Scabies: Children must not return to childcare until they are free of lice and nits. Children with Hand Foot and Mouth or Scabies can be admitted once all scabs are healed over.
- Fever: temperature of 100 degrees or higher.

If a child should come ill while at our center, the following steps will be performed:

- The child will be isolated in a comfortable, supervised location.
- A parent or alternative person specified on the enrollment form will be notified. The child must be picked up within one hour after notification.
- A child's doctor or emergency personnel will be contacted and treatment sought if deemed necessary.

When an enrolled child develops an infectious or contagious illness, parents must notify TEAMS as soon as possible. Notices will then be posted to inform other families of the illness, symptoms, incubation periods and treatment. The child's identity will remain anonymous.

COVID Policy update

We know that it can be very frustrating to deal with school closures, and we want to ensure you that we are doing our best to keep our staff and families healthy and happy. When we are notified of a positive case in our centers, we will do what we can to stay open and available for your family. If your child has been exposed, and needs to quarantine you will be directly contacted by a staff member and we will relay the most current regulations from the Chelan and Douglas County Health District.

We ask that you do your part as well and let us know ASAP if your child or a direct family member has received a positive test result. Please remember to wear a mask as needed when dropping off and picking up your child and we will continue to do our part by ensuring that our staff are wearing masks as needed, washing hands and disinfecting throughout the day.

We also ask that you keep your child home if:

your child or any family members are experiencing any two of the following symptoms:

· cough · congestion · runny nose your child or any family members are experience any one of the following symptoms:

- Fever or chills ·
- nausea or vomiting ·
- Diarrhea
- Sore throat
- Shortness of breath or difficulty breathing ·
- Fatigue
- Muscle or body aches
- Headache
- New loss off taste smell

Working together and being diligent is the only way that we will reduce the risk of spread or closure. Because of the nature of our non-profit program, we are unable to provide prorated or reduced tuition rates or refunds if your family has to pause care due to quarantine or if we have to close due to COVID related circumstances

Emergency/First Aid

All staff will be trained in First Aid, CPR and Blood Borne Pathogens. In all cases whether a minor or major emergency we will administer care until help arrives or the child is stable. For major situations an ambulance will be called, and then the parent. A staff person will remain with your child until you arrive. Parents will be responsible for all costs involved in emergency medical treatment including emergency transportation, if required. Minor injuries will be noted in our injury log and in some cases parents will be notified by phone. First aid kits are available in all classrooms. In Emergency situations such as fire, natural disaster and lock downs we have a plan in place. Parents, if you happen to be picking up or dropping off during a drill it is important that you participate and follow the instructions of the staff. Please don't enter back into the building even during a drill until instructed to do so by the staff in charge. You will also be notified of power or water outages. Again your children will remain in our care until you can be located and able to pick up.

Religious Activities

TEAMS Learning Center considers itself a neutral center and will not encourage nor discourage the discussion of religion among children.

Photo and Video Policy

We ask that you sign a release as part of your intake allowing us to take pictures or videos of your child and the fun they are having during the sessions. Only TEAMS staff are allowed to take videos/photos and we frequently share these on our social media. You can take pictures of your own child while at TEAMS but we ask that they do not include other children, or if they do you are required to block those childrens face's before sharing. We do have video monitoring in our classroom but this video is not made public and is used for training purposes.

Behavioral Management and Discipline

Our staff uses a wide variety of strategies to support desired behavior. Here are just a few:

- Redirection
- Positive praise and attention to affirm appropriate behavior
- Setting up an environment to encourage sharing and peer interaction (e.g. having multiples of popular toys available, having materials that are interesting and exciting, etc)
- Stating clear expectations by explaining the directions ahead of time
- Talking about what the directions mean and practicing what they look like
- Socially coaching through difficult situations and modeling vocabulary and kind tone.

Staff's Acceptable Methods of Discipline

- A staff member could offer and encourage the child to use words that express what he/she is feeling.
- A staff member could kneel at child's eye level, and speak respectfully, with clear intention to him or her.
- The child may be asked to take responsibility for any poor choices (e.g. retrieving an ice pack for a child he or she may have hurt or wiping off a wall they have colored on, etc)
- Expectations are made clear to child, reminders are given and behavior is modeled
- If behavior continues, the child is redirected to a different activity.

Regulations on Child Abuse, Neglect, and Exploitation

The WAC 388-15-480 states that any TEAMS Learning Center staff are mandated reporters and must report any suspected child abuse, neglect, or exploitation to Child Protective Services or the local law enforcement agency immediately.

Non Discrimination Policy

TEAMS believes that all people are created equally. Therefore we do not discriminate against anyone for race, behavior, creed, religion, color, sex, national origin or handicap. TEAMS is an equal opportunity employer and caregiver and will follow all guidelines of the RCW code. We will also give care in cultural needs and differences by displaying multicultural books, pictures and lessons in our curriculum. Individual needs will also be met. This would include persons with different family structures, and persons with disabilities.

Communication Policy

Working with parents is vital. Communication about the child including behaviors, special needs, health, and development must go both ways. This communication can happen in a variety of ways:

- a) Doorway Chats – teachers are available for a quick chat when a child is dropped off and picked up. Comments usually reflect events of the day.

b) Phone Calls – calls are made to reassure parents, when there is an emergency, to ask a pertinent question, and/or to notify parents of a potential problem.

c) Incident Report Form – whenever an accident or incident happens during the day, the Report Form will be completed and a copy will be given to parent by request. Talk to the teacher if you have any questions when you receive one of these forms.

e) Parent/Director Mentoring – One on one mentoring is available and can be requested by the parent or director(s) at any time.

f) Communication Board- Upcoming events, closures, schedules and curriculums are posted and updated regularly.

g) Email Blasts- We ask all families to subscribe to our TEAMS Learning Center email blast to stay up to date on big changes and events.

h) Brightwheel- Families paying tuition of any kind will be required to have a brightwheel account. Teachers will use this for emergency closure notices and other regular communications.

Parent Conduct

It is important that children in our care have a safe environment where they are protected and know they will be treated with respect and consideration. While at TEAMS, please conduct yourself in ways that help all children feel safe. · Speak in a friendly, calm voice. · Be respectful when speaking with your child, or children, staff, or other parents. · Do not use any form of corporal punishment. · Do not smoke on the building grounds · Supervise your child from the car to the classroom and classroom to the car. · If you see a child, other than your own, misbehaving, inform the teacher and allow her or him to intervene unless you are in a trained volunteer role.

Disability Policy

Every effort will be made to meet accommodation needs to ensure children with disabilities have full and equal access to the services and facilities. We will make reasonable accommodations for children with special physical, mental or behavioral needs within available resources.

Alcohol, Tobacco, and Cannabis Use and prohibition of illegal Drugs

Use of alcohol, tobacco, cannabis or illegal drugs is prohibited in or around TEAMS Learning Center and on all property.

Firearm Policy

Firearms are not allowed on premises in the classroom.

Problem Resolution

Complaints about the policies, procedures or philosophy of TEAMS Learning Center, its facility and equipment, or other center issues should be directed to the directors. Every effort will be made to respond quickly and work toward a resolution.

Document Location

All documents are posted in the classroom and/or in binders in the office for parent review. Please ask a teacher or director and we are happy to help you.



WENATCHEE

Site Specific Information

updated 8/12/2022

Contact Information

Director:	Joy Robertson
Phone:	(509) 860-1964
Asst. Director:	Makenna Lake
Phone:	(509) 881-9721
Address:	317 First Street Wenatchee, WA 98801
Phone:	(509) 860-5241
Email:	teamslearningcenter@gmail.com
Website:	teamslearningcenter.org

Hour of Operations

We are open Monday - Friday 8am to 9pm with different sessions throughout our days.

Pre-Kindergarten Class: 8:15am-11:45am & 1:15pm-4:45pm

Early Learning & Baby Sessions: 9am-12pm, 1pm-4pm, and 5pm-8pm

Bonus Hours: 8am-9am, 12pm-1pm, 4pm-5pm, 8pm-9pm

We welcome families right at start time and families are encouraged to join us for the last five minutes of class. A dollar per minute late fee will start at the end of the session.

Session Fees (starting Sept 1, 2022)

Early Learning Session- \$25

Baby Sessions- \$30

Bonus Hours- \$20

Pre-K tuition is \$500 monthly tuition with a \$250 deposit.

Payment is required at time of booking. We have a late policy of \$1 per minute after the session ends.

Age of Children and Ratios

Early Learning Session- 2 teachers and 14 students ages 1 year to 5 years

Baby Sessions- 1 teacher and 2 infants ages 0 to 1 year

Bonus Hours- 1 teacher and 7 students ages 1 to 5 years

Pre-K- 1 teacher and 7 students ages 4 years through 6 years

Volunteers, interns and directors are onsite to help as needed.

Typical Daily Schedule- Early Learning

WELCOME

Greet families and children as the doors open. Families wash hands together and then are welcomed to open classroom engagement.

CENTERS

Child-initiated, hands-on learning, through purposeful play in dramatic play, blocks, science, manipulatives, music, sensory and play dough on the activity table. Infants and toddlers get special activities brought in to enjoy and explore in their space free of small, unsafe objects.

SIGN-IN & CIRCLE TIME

Circle time activities and welcoming our day. We sing daily songs, check the weather and practice our names.

SNACK EXPERIENCE

We wash hands and clean the tables, then we offer healthy and hearty snacks. The children actively take part in the preparation as they practice self-help skills.

OUTSIDE LEARNING CENTERS

Explore our outside space and outdoor learning activities such as bikes, mud, and sand play.

ART LESSON

During center time we offer children seats at the activity table for a teacher-lead, process art lesson.

DIAPERING & POTTY-TRAINING

We care for and coach each child through their potty training and changing process.

COMMUNITY CLEAN-UP

Though we clean as we play through out the day, at “clean-up” time we look all around for things out of place and working as a “TEAM” to clean everything.

MUSIC & MOVEMENT

We gather to dance and move our bodies. We sing songs, do finger plays, following simple directions and having fun getting all of our energy out! This includes our Tree Song!

STORY TIME

To close out our day we end with some interactive stories. As parents come in, they can join our story time as we reflect on what great fun we had learning. We like to end every session with our good-bye song – May Our Circle Be Unbroken.

Typical Daily Schedule- Baby TEAMS

Teachers and infants work through the curriculum, snack, diaper changes and nap based on individual babies needs..

Typical Daily Schedule- Pre-K

WELCOME

Greet families and children as the doors open. Children will engage with table top activities.

LESSON TIME

Students and a teacher come together to discuss current curriculum, do a project or listen to a story.

SNACK EXPERIENCE

We wash hands and clean the tables, then we offer healthy and hearty snacks. The children actively take part in serving as they practice self-help skills.

INDOOR LEARNING CENTER

Pre-k engages with the inside, early learning curriculum.

OUTSIDE LEARNING CENTERS

Explore our outside space and outdoor learning activities such as bikes, mud, and sand play.

END OF DAY

Class comes together for an additional lesson time and free play.

Meals and Snacks

We provide a snack experience at each session for early learning and pre-k classes. All infant snacks need to be provided from home. Students staying for bonus hour should bring a meal or snack from home. We ask that you please feed your child the appropriate meal before the start of the session and we will provide a healthy snack. A sample of our menu is available on our website and we have alternative options available for those with allergies. Parents may bring food from home as they see appropriate for their child's needs/allergies with the exception that we are a nut free facility. We choose nutritious snacks and ask that you please model this as well with any food you send.

In accordance with Washington State Law, the following procedures will be observed when feeding infants:

- Bottles are prepared as needed.
- If a bottle is not completely finished, it is refrigerated and sent home at the end of the session.
- Unless against medical advice, a child not in a high chair is held in a semi sitting position for feeding.
- We hold small babies during feeding, and bottles are never propped or given to a reclining child.
- Infants (children up to 1 year of age) do not participate in our snack experience, please provide any food required.

Transportation and Field Trips

TEAMS Learning Center early learning class does not take field trips nor do they provide any kind of transportation.

Pre-K does go on field trips within walking distance of our school. General field trip permission slips will be signed at the beginning of the year and parents will be informed as specific field trips approach. At least two teachers will be on any field trip and will take the sign in sheet, first aid kit and a cell phone.

Disaster Preparedness Plan

1. The evacuation plan and routes are posted by each exit door. Please exit the nearest location. Please memorize exit locations.
2. Fire drills are conducted monthly. During the fire drill practice all individuals evacuate to the fence line in the parking lot. The infants are placed into our evacuation crib and rolled to the same spot as the other children. The older children walk as a class in a line to the designated meeting spot. Each teacher uses the sign in sheet to practice roll call once everyone has arrived.
3. Earthquake and lockdown drills are conducted every three months. We practice the earthquake drill by: announcing that there is an "earthquake" and practicing the DROP, COVER, HOLD system and the lockdown drill is conducted by the center initiating our

“lock down” procedure (huddling in the safety nook and away from windows and doors.)

4. Emergency lights, fire detectors and carbon monoxide detectors and extinguishers are checked annually.
5. Staff members are trained and responsible for knowing how to use a fire extinguisher, grabbing the sign in sheet, the phone and evacuating the classroom.
6. Children will be safe with us until parents or emergency contacts can be located.
7. The following information shall be given to dispatcher in case of emergency:
 - The location of the parking lot:
317 First Street
Wenatchee, WA 98801
 - What the incident was
 - How many people involved
 - Where they are located.

8. No one is to be permitted back into the building in case of fire and no one out of the building in case of a lock down until all cleared by the authorities.

9. We have enough food for at least three days as well as a disaster supply kit. Our full disaster preparedness plans are available and can be requested to be seen at any time.

If an alternate place safe space is needed we will walk to the Wenatchee Public Library at 310 Douglas St.



CASHMERE

Site Specific Information

updated 8/2/2022

Contact Information

Director:	Joy Robertson
Phone:	(509) 860-1964
Asst. Director:	Ashley Scott
Phone:	(509) 860-6240
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Phone:	(509) 860-0983
Email:	teamslearningcenter@gmail.com
Website:	teamslearningcenter.org

Hour of Operations

We are open Monday - Friday 7:00am – 6:00pm except for holidays and vacation dates noted below.

Session Fees

- \$100 initial registration fee, followed by \$50 yearly material fee
- Monthly tuition payments are due before the first of the month. Payment received after the 5th of the month will result in a \$50 late fee.
- Please read and sign the enclosed tuition agreement.

Absences

Please let us know as soon as possible if your child will be late or leave early for scheduled events such as doctor's appointments, vacations, etc.

No reimbursements or credits will be given in the event of your child's absence or school closure days. In order to maintain your child's enrollment, full payment in advance is required when your child is absent for vacation.

Age of Children and Ratios

Students will be in groups of ten with one teacher or a group of 20 with 2 teachers. Volunteers, interns and directors are onsite to help as needed.

Typical Daily Schedule

WELCOME

Greet families and children as the doors open. Each day we start with gathering activities such as song and games with all of our ages combined. Parents are always welcome to join us.

CENTERS

Child-initiated, hands-on learning, through purposeful play in dramatic play, blocks, science, manipulatives, music, sensory and play dough on the activity table. Infants and toddlers get special activities brought in to enjoy and explore in their space free of small, unsafe objects.

MUSIC & MOVEMENT

We gather to dance and move our bodies. We sing songs, do finger plays, following simple directions and having fun getting all of our energy out! This includes our Tree Song!

BREAKFAST SNACK EXPERIENCE

We wash hands and have children prep their own eating space, then we offer healthy and hearty snacks. The children actively take part in serving themselves as they practice self-help skills.

CIRCLE TIME

Teachers will lead an age appropriate five to ten minute teacher-led lesson. We sing daily songs, check the weather and practice our names.

PRESCHOOL SMALL GROUP ROTATIONS

Children will break up into their assigned classes and begin our morning class schedule.

Teachers and children will rotate between our:

1. Science & Art
2. Sign In / Centers
3. Outdoor Learning Center

LUNCH TIME

Children will practice autonomy by opening their own lunches and food items, with guidance from teachers. We will practice family style eating by talking with children about their day and reminding them table manners.

DIAPERING & POTTY-TRAINING

We care for and coach each child through their potty training and changing process.

NAPTIME

With the lights out and soft music playing we will begin naptime with a chapter book to help them begin to relax their bodies and minds. Teachers will then walk around to individual children and offer a head or back rub.

YOGA

Children will learn the calming practices of yoga by taking deep breaths with eyes closed, doing deep stretches and working on challenging poses to practice balance and patience with their bodies.

AFTERNOON SNACK EXPERIENCE

We wash hands and have children prep their own eating space, then we offer healthy and hearty snacks. The children actively take part in serving themselves as they practice self-help skills.

CIRCLE TIME

Teachers will lead an age appropriate five to ten minute teacher-led lesson. We sing daily songs, check the weather and practice our names.

AFTERNOON PRESCHOOL ROTATIONS

Children will break up into their assigned classes and begin our afternoon class schedule.

Teachers and children will rotate between our:

4. Science & Art
5. Circle Time / Centers
6. Outdoor Learning Center

MUSIC & MOVEMENT

We gather to dance and move our bodies. We sing songs, do finger plays, following simple directions and having fun getting all of our energy out! This includes our Tree Song!

EVENING SNACK

We wash hands and have children prep their own eating space, then we offer healthy and hearty snacks. The children actively take part in serving themselves as they practice self-help skills.

TABLETOP & QUIET ACTIVITIES

As parents are picking up, children will be playing with tabletop & quiet activities.

GOODBYE!

Meals & Snacks

We will provide a nutritious breakfast & healthy afternoon snack. Please see our posted menu on the parent communication board. Please bring your child a packed healthy lunch each day labeled with their name with no sweets please. Food can be heated as needed. We will provide milk with lunch. Please bring a labeled water bottle for your child each day.

Transportation and Field Trips

TEAMS Learning Center does not take regular field trips nor do they provide any kind of transportation.

Disaster Preparedness Plan

1. The evacuation plan and routes are posted by each exit door. Please exit the nearest location. Please memorize exit locations.
2. Fire drills are conducted monthly. During the fire drill practice all individuals evacuate to the fence line in the parking lot. The infants are placed into our evacuation crib and rolled to the same spot as the other children. The older children walk as a class in a line to the designated meeting spot. Each teacher uses the sign in sheet to practice roll call once everyone has arrived.
3. Earthquake and lockdown drills are conducted every three months. We practice the earthquake drill by: announcing that there is an “earthquake” and practicing the DROP, COVER, HOLD system and the lockdown drill is conducted by the center initiating our “lock down” procedure (huddling in the safety nook and away from windows and doors.)
4. Emergency lights, fire detectors and carbon monoxide detectors and extinguishers are checked annually.
5. Staff members are trained and responsible for knowing how to use a fire extinguisher, grabbing the sign in sheet, the phone and evacuating the classroom.
6. Children will be safe with us until parents or emergency contacts can be located.

The following information shall be given to dispatcher in case of emergency:

- The location of the parking lot:
200 Titchenal Rd #2
Cashmere, WA 98815
- What the incident was
- How many people involved
- Where they are located.

7. No one is to be permitted back into the building in case of fire and no one out of the building in case of a lock down until all cleared by the authorities.
8. We have enough food for at least three days as well as a disaster supply kit. Our full disaster preparedness plans are available and can be requested to be seen at any time.
9. If an alternate safe space is needed we will walk to the picnic tables outside of Martins Market.



TEAMS SIGNATURE PAGE

Please sign this page and return it. I hereby acknowledge that I have read and understand this learning center policy, and agree to follow these procedures. I have also reviewed the disaster plan. We have discussed the program philosophy and the needs of my child(ren) and I will continue to communicate with TEAMS as necessary. I accept these terms for my child and myself. I also understand that important messages will be relayed through e-mailed newsletters and that it is my responsibility to read those newsletters to know what changes may be occurring. If TEAMS alters or makes exceptions it does not void this contract or any part of this contract. When I sign my child in at the start of the session, I am reaffirming that I agree to the policies and procedures presented here.

Child's Name _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Date _____

TEAMS Learning Center takes photos and videos of your child(ren) for your enjoyment, advertising and training purposes. This signed form gives us your permission to share those photos and videos. If you do not want your child's picture/video shared please let center staff know.

Parent/Guardian's Signature _____