



**FAMILY  
HANDBOOK**



# **MISSION STATEMENT AND PHILOSOPHY**

**Little Edisons School is dedicated to providing a high-quality early childhood educational experience while supporting a healthy work-life balance for the families of Schweitzer Engineering Laboratories.**

**At Little Edisons School, we strive to provide an environment in which all children can learn. We will do a variety of activities in various ways throughout the day to make sure each child in the room has a chance to learn things in his or her primary learning style. Little Edisons School is dedicated to preparing children for the next stage in life by providing an environment, curriculum, and staff that are of the highest quality.**

## ENROLLMENT REQUIREMENTS

Little Edisons School will accept enrollment for children between the ages of 1 month and 12 years of age into full- and part-time care. Enrollment will be accepted on a first come, first served basis with priority given to full-time enrollees. Families will be required to fully fill out the following forms before their child may attend:

- Registration form, including health history
- Signed contract with payroll deduction form
- Complete immunization record
- Written consent for emergency medical care
- Signed field trip/transportation form
- Acknowledgment of family handbook
- Child code of conduct

## SCHOOL-AGE PROGRAM ENROLLMENT PROCEDURE

Due to limited classroom capacity of the Little Edisons School program, families will need to reregister each year to guarantee a spot for their child(ren) in the program. Enrollment for the school year program will begin June 1 of each year. Enrollment spots will be granted on a first-come, first-served basis, and spots will be prioritized as follows:

- Siblings of children presently enrolled in the program
- Full-time children of SEL families
- Part-time children of SEL families

**Ages Accepted:** Kindergarten–Grade 5

**Transportation:** To and from Pullman public elementary schools in 15-passenger vans, equipped with booster seats

**Full-Time Care:** Before and after school, includes half days and no-school days

**Part-Time Care:** Before or after school, includes half days and no-school days

**Maximum Classroom Capacity:** 30

**Teacher-to-Child Ratio:** 1:15

## HOURS OF OPERATION

Operating hours for Little Edisons School will be 6:00 a.m. to 7:00 p.m., Monday through Friday.

## HOLIDAY CLOSURES

Little Edisons School will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

Holidays falling on a weekend are observed on the closest weekday.

## WAITING LIST POLICY

Applications for enrollment at Little Edisons School must include:

- Desired start date (month and year)
- Child date of birth or scheduled due date
- Parent/guardian name and contact information
- Desired schedule

Little Edisons School operates under a priority system for new enrollees. Children are offered open spots in the program based on the following descending order of priority:

- Siblings of children presently enrolled in the program
- Full-time children of SEL families
- Part-time children of SEL families
- Full-time children of SEL affiliates
- Part-time children of SEL affiliates

Because of this priority system, an applicant's place on the waiting list order is not fixed. Within each category, applicants will be offered space in the program on a first-come, first-served basis; nevertheless, regardless of the date of your application, your place on the waiting list may be moved down by an application subsequently submitted by an applicant from a higher-priority category.

Placement on the waiting list does not guarantee that a space will be available when you want it, even if you are in a high-priority category. The earlier you apply, the greater your chances will be for future enrollment. Little Edisons School requires only two weeks' notice of intent to withdraw a child currently enrolled in the program; as a result, the availability of space for new enrollees is sometimes known only two weeks in advance. In general, we will not contact you until we can offer you an opportunity to enroll.

## SIGNING REQUIREMENTS

Families are required by Washington State law to sign their children in and out of the classroom each day with a physical signature. State law requires the use of a full name, not initials, to sign children in and out with the teacher in the classroom each day.

## FAMILY VISITATION

Families have free access at all times to all areas of the center that their child uses. Please try to coordinate with our staff regarding the schedule in the child's room to visit at a time that is most beneficial for you and your child.

## NONDISCRIMINATION POLICY

Childcare is provided to any family, regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, or physical, mental, or sensory disability.



## MEALS AND SNACKS

At Little Edisons School, we will be offering nutritious meals and snacks prepared especially to meet the nutrition requirements for the children. We will be serving three meals a day along with two snacks. Breakfast will occur between 7:30 and 8:00 a.m., morning snack between 9:30 and 10:15 a.m., lunch between 12:00 and 12:30 p.m., afternoon snack between 3:00 and 4:00 p.m., and dinner between 6:30 and 7:00 p.m. If your child has specific dietary requirements, or allergies, please let us know. Families may choose to send meals and snacks in with their child. This food must only be for their child. Little Edisons School is a nut-free facility; please keep our nut-free policy in mind when choosing foods to send to the center.

## BIRTHDAYS AND HOLIDAYS

Families may send in a simple treat for their child's classroom for his or her birthday. Please arrange this in advance with your child's teacher. Food must be store-bought, in an unopened package, and not prepared from home.

Holidays will be observed in all classrooms, and we welcome family input on celebrations of all cultures and religions. Individual beliefs will be discussed with sensitivity and respect for diversity within the classroom setting. If your child has a reason that he or she may not observe these celebrations, please let us know. We will make necessary arrangements to accommodate your child's needs.

## CURRICULUM

Little Edisons School seeks to prepare children intellectually, socially, emotionally, creatively, and physically for their next steps in life. We provide learning environments that are developmentally appropriate with activities designed with the children's interests in mind. Children grow and develop in an environment where they are encouraged to explore, problem solve, and take safe risks. Each classroom will vary in its activities. The staff plan each day's curriculum in the classroom to assist in the development of each individual child in the room. We have a general daily schedule available to families along with weekly information about what is being taught in each classroom.



## TRANSPORTATION AND FIELD TRIPS

Transportation will be provided before and after school to the school-age students attending a public elementary school in the Pullman School District.

When taking field trips offsite, transportation will be provided by Little Edisons School using childcare center vehicles. Children must wear seat belts and sit in car seats or boosters when required by law. Staff on the field trip will have CPR and first aid certification along with a first aid kit that travels with them. All insurance and licensing for the drivers and vehicles will be kept according to local and state regulations. Written permission from families will be required for children to participate in field trips. Families can choose for their child to abstain from any field trip, and we will provide enrichment activities at the center as an alternative.



## MEDIA POLICY

At Little Edisons School, we place value on giving your child a quality education. We plan on limiting interaction with media devices. There will be limited occasions when various age groups will be participating in activities in the multipurpose room using multimedia. Music will be incorporated into all of the classrooms in a variety of ways throughout each day.



## SPECIAL POLICIES REGARDING INFANTS AND TODDLERS

Diapers for children at Little Edisons School will be provided by the family. Little Edisons School will supply Pampers Sensitive wipes and Desitin diaper cream for the children. Our staff will be utilizing gloves during the changing process as well as cleaning and sanitizing the diapering area between each child. The diapering time is a great social and emotional connection time between the teacher and the child. If families are choosing to use cloth diapers, families need to provide a lidded wastebasket for soiled diapers so they can be returned at the end of each day.

Toilet training for children will take place when the child begins to indicate he or she is ready to begin that process. Little Edisons School will work in cooperation with families to establish a routine that works best for the child. We will use positive reinforcement with the child. Families need to provide extra changes of clothes and training pants (if using) during this time.

Little Edisons School will work in cooperation with families for the best feeding schedule for their infants. Little Edisons School will provide bottles and formula for children at the center. Families who are breastfeeding their infant are encouraged to send in bottles of breast milk with their child. Space will be available at the center for mothers who wish to come nurse their infants. When a child reaches the age to begin eating semisolid foods, Little Edisons School will work with the families to establish the best feeding plan for each child.

## COMMUNICATION WITH FAMILIES

Little Edisons School will be communicating with families on a regular basis through monthly newsletters that will be available in print form and a digital version on our website. At Little Edisons School, we encourage open communication between families and staff. Please make sure to check the family board often for important information you may need. We will also be conducting family/teacher conferences several times each year to help track each child's progress in the program. Families will have access to a variety of records, including staff training and professional development that are available in the Little Edisons School main office.

## CLASSROOM RATIOS

Each of our classrooms has a maximum child-to-teacher ratio that we will not exceed as well as a maximum number of children allowed in each age group at any one time. Please see the table below for the details for each classroom.



AGE GROUP	MAXIMUM CHILDREN TO TEACHER	MAXIMUM CLASS SIZE
Infants (1-18 months)	4 to 1	8
Younger Toddlers (18 months-2.5 years)	5 to 1	10
Older Toddlers (2.5-3.5 years)	7 to 1	14
Preschoolers (3.5-5 years)	10 to 1	20
School Age (up to 12 years)	15 to 1	30

Ages are approximate. Children will be placed in developmentally appropriate classrooms.



## FAMILY PARTICIPATION

Studies have shown that the earlier families become involved in the educational process with their children, the more powerful the effects will be. Here at Little Edisons School, we encourage families to participate in various ways. There are a variety of ways to become involved, including: assisting in the learning process at home, volunteering in a classroom, helping with an activity or special project, and collaborating with Little Edisons School. Please contact Little Edisons School staff members for ways you might be able to become involved.

## PARENT/GUARDIAN CODE OF CONDUCT

Little Edisons School requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Little Edisons School is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Little Edisons School, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent/Guardian Code of Conduct will not be permitted on agency property thereafter. Unacceptable parent/guardian behavior includes, but is not limited to:

- Swearing/cursing
- Threatening of employees, children, other parents, or adults associated with Little Edisons School
- Physical/verbal punishment of your children or other children at Little Edisons School
- Smoking
- Safety violations
- Confrontational interactions with employees, other parents, or associates of Little Edisons School
- Violations of confidentiality

## ITEMS FROM HOME

There are a few items that we request families bring from home for each child. We are asking that a full change of clothes be sent in with each child. Check with your classroom teacher frequently to make sure you still have a clean change of clothes at the center. Please make sure that each item you send in from home has your child's name on a label for easy identification. We also ask that you send your child to school each day with the proper clothing to go outdoors to play. This may include boots, hats, gloves, heavy coat, etc., in the winter and a light jacket in the spring and fall.

There are also certain items we do not allow children to bring with them to Little Edisons School. Please have children leave toys at home. When toys are brought to the center, they may get misplaced or broken. In order to reduce the risk of such occurrences, we ask that all toys and other special items be left at home or in the car before coming into the school. This includes items such as DS systems, iPods, etc.

## GUIDING CHILDREN'S BEHAVIOR

At Little Edisons School, all situations will be handled to maintain the dignity and respect of all parties involved. Our goal is to help the children develop self-control and respect for others. We will assist the children in learning those skills through positive reinforcement, clear expectations, modeling, and redirection. We will assist children in learning to make choices, listen, speak politely, and find ways of dealing with situations in a nonphysical way. If a child needs a quiet time, we have space available for a staff member to spend some quality time with any child who requires it. The staff of Little Edisons School has been trained to handle a variety of situations in the classroom. At no time will corporal punishment or belittlement be allowed in the center by staff or families.

## ILL CHILD POLICY

When a child is ill, there are certain situations in which we will not allow him or her to attend Little Edisons School. If an ill child is brought to the center, families will be asked to take him or her home. If a child becomes ill during the day, families will be contacted immediately. If a child is not picked up within one hour of a parent being contacted, Little Edisons School will begin calling designated emergency contacts. We want to keep all children as healthy as possible, so please keep children home until they have been symptom-free for at least 24 hours. The list of exclusions to care include, but are not limited to:

- Fever of 101°F or higher
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea; three or more watery stools in a 24-hour period
- Rash, with fever and itching
- Open or oozing sores
- Eye discharge or pink eye (must be treated for 24 hours with medication before returning)
- Fatigue that prevents participation in classroom activities
- Lice or nits
- Heavy (green or discolored) nasal discharge; constant cough
- Communicable diseases, such as chicken pox or flu
- Diagnosed hand, foot, and mouth disease (must be kept home for one week after the start of symptoms)

With certain illnesses, the staff of Little Edisons School is required by law and our licensors to report instances to the local health department. If a teacher is concerned about caring for your child in their current state of health, you may be asked to have your child evaluated by their primary care provider.





## MEDICATION MANAGEMENT

Any prescription medication that needs to be administered by the staff of Little Edisons School must have a doctor's written authorization along with a signed guardian consent form. Medication must be in the original container. Nonprescription medicines, such as Tylenol, must also be in the original container and be labeled with the child's name and date. Little Edisons School may not administer certain over-the-counter medications without a doctor's authorization. Any medication for a child under two that does not include dosing for children under two must be accompanied by a doctor's authorization. Any children with medication for allergic reactions (i.e., EpiPen, inhaler, etc.) must have a treatment plan on file. Also, children with special needs will need a form on file outlining any pertinent information that will help us better care for them.

## MEDICAL EMERGENCIES

If a child has an accident or health emergency while at Little Edisons School, our staff has been trained to follow specific emergency procedures.

1. If it is deemed appropriate, 911 will be notified.
2. An immediate assessment of the situation will be made by the Operations Manager or Program Manager.
3. Families will be contacted and informed of the situation. Staff will ask families to make the decision concerning the next move. This could include deciding whether to transport the child by car or ambulance to the hospital.
4. If a child receives a questionable injury, such as a bruise, bump to the head, or cut, families will be notified. Families will assess the injury and determine the next course of action.
5. Little Edisons School will keep a record of all illnesses and accidents. Families will also receive a hard copy report of any incident involving their child in which the child required any sort of first-aid attention.

All Little Edisons School staff members are certified in first aid and CPR, including the infant and child endorsements.

## DISASTER PLANS

Little Edisons School has developed policies regarding a variety of disasters, including earthquakes, terrorist attacks, snow-storms, etc. Full copies of these plans are available in the Little Edisons School office for review. For each situation, the following general rules will apply:

- Staff will remain calm and not alarm the children. We will explain, as needed, what is happening.
- Children will be put in the safest area possible. This will be determined by the type of emergency that is occurring. Class rosters and emergency information will accompany each class at all times.
- The Operations Manager and Program Manager will monitor the media for information and instructions from civil defense, if necessary.
- In instances of lockdown, the building will be secured as quickly as possible and emergency personnel will be notified.
- In instances of evacuation, if time is available, children will be directed to get coats and shoes, but will not be instructed to put them on until they are safely out of the building. Children will be led to a predetermined safe zone.
- No one will return to Little Edisons School until instructed it is safe by emergency personnel or the Operations Manager. Families will be contacted and told where to pick children up. Children will only be released to those persons authorized to pick them up.

## CHILD ABUSE REPORTING

The staff of Little Edisons School are required by Washington State law and the Department of Early Learning licensing requirements to report immediately to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Little Edisons School may not be able to notify families when the police or CPS are called, depending on the recommendations of the agency.

## INFECTION CONTROL

In an effort to reduce the instances of illness in our facility, the staff of Little Edisons School has policies in place for proper hand washing, sanitation of toys and equipment, and cleanliness standards for the facility. In addition, all Little Edisons School employees have undergone TB testing and HIV/AIDS/blood borne pathogen training, and have Washington State food handlers' certification.

## NONSMOKING, ALCOHOL, AND DRUG POLICY

Little Edisons School is a drug-free environment. This includes the possession of or use of alcohol, tobacco, and any other type of drug within the facility.

## COMMUNICATING CHANGES

When there are changes that involve your child, please make sure to let the Little Edisons School staff know. These may include, but are not limited to:

- Updates to immunization records
- Changes in health conditions
- Change of address
- Change of phone number
- Updates to pickup authorizations
- Changes in days child needs care
- Extended absences

If you choose to discontinue or make changes to your care needs with Little Edisons School, you must give notice two weeks prior to your change date. If notice is not given, families may be charged for the full two weeks of care.

## DROP-IN CARE POLICY

At Little Edisons School, we understand your family may be in need of care for occasional drop-in days. If your family plans to use drop-in care, we encourage you to contact Little Edisons School as soon as possible to be added to our roster for the date. Space will be limited to classroom sizes and staff-to-child ratios. Drop-in care can be scheduled up to one month in advance.

In the event that you need to cancel your scheduled drop-in care, we ask that you notify the Little Edisons School office at least one business day in advance. Families who do not show up for scheduled drop-in care, without prior notice, may incur a no-show fee of up to \$50 per day.











