

# Family Information Guide

Annual Required Notices and Information

[2024-2025](#)

Lead the charge to brilliant outcomes for the children of our community by ensuring equitable access to the highest quality learning and care.

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# Our Commitment

## MISSION STATEMENT

Lead the charge to brilliant outcomes for the children of our community by ensuring equitable access to the highest quality learning and care.

## VALUES

### INCLUSIVENESS

We honor all social, economic and cultural diversities. We welcome everyone and treat each other respectfully, fairly and equitably.

### BALANCE

With kindness and compassion, we acknowledge the well-being of the whole person. Our community is about achievement and the joy of doing/learning.

### SAFETY

We never compromise the physical and emotional safety of the children in our care.

### HONOR

We recognize our shared responsibility to each other, and to the children, families, and partners we serve. We are responsible for our actions, words and attitudes.

### EXCELLENCE

We continually strive to improve. We ask, evaluate, learn, and apply—to strengthen results that advance our mission.

### ENGAGEMENT

We know that communication is key to building trust, consistency and alignment. Listen with care, be proactive, yet thoughtful

## COMMUNITY PARTNERSHIPS

Launch has strong partnerships with Seattle Public School, Seattle-King County Public Health, BrightSpark (formerly Child Care Resources), the City of Seattle Department of Education and Early Learning (DEEL), WA Department of Children, Youth and Families, and a variety of other community-based organizations. Launch believes in the power of the community coming together to achieve a common goal. The outcome is an interconnected community of Launch staff, public school teachers, community agencies, and families all collaborating to build a strong foundation for the children we serve.

## ADDRESSING GRIEVANCES

If a parent or guardian has a grievance or concern, they should contact their Site Manager. If still not satisfied, they can contact the Program Services Department. If the family feels that their concern has still not been addressed, they can directly contact the Executive Director (ED). If after contacting the ED the family feels that their concern has still not been addressed, they can contact the Board of Directors.

## MAINTAINING CONFIDENTIALITY

Upon enrollment and during the course of a child's time in our program, we ask for personal information that we use and/or are required to collect for grants, the Federal Food Program, the City of Seattle, and state licensing requirements. However, all information relating to children and families is limited to those members of staff who need to know and will be treated as confidential. We store our files in locked file drawers or cabinets per WAC 110-300-0465. If at any time a family would like access to their file, please contact your Site Manager.

# Joining the Launch Community

## **FAMILY ORIENTATION AND PROGRAM TOURS**

Families are offered a tour of our programs prior to or upon enrollment. A careful review of the Family Information Guide will further orient new families. A family may visit the center, ask staff for any clarification of policy, request a conference, or call the Site Manager at any time. Children are encouraged to come visit our programs prior to their first day of attendance. Each fall and summer, our programs offer a Family Orientation Event.

## **EARLY LEARNING: EARLY PRESCHOOL PROGRAM**

Launch is excited to offer an Early Preschool Program at our Miller Annex location. This program is specifically designed for students between the ages of 2 and 3 years old. It is designed to provide children with social, emotional, and experiential learning opportunities to prepare them for preschool and beyond. If you are interested in enrolling in the Miller Annex Early Preschool Program, please arrange a tour prior to submitting an application by contacting the site directly at [miller@launchlearning.org](mailto:miller@launchlearning.org).

## **EARLY LEARNING: SEATTLE PRESCHOOL PROGRAM**

Launch is proud to be a provider agency for the City of Seattle's preschool program for children who are three and four years of age and live within the city limits. The program is designed to provide children with the social and academic skills needed to prepare them for kindergarten. The City is responsible for recruiting, assisting families in completing applications, selecting students, and enrolling them into our program. If you are interested in enrolling in one of our Early Learning programs, please visit the Seattle Preschool Program website at [www.seattle.gov/education](http://www.seattle.gov/education). Once a family has been offered a Seattle Preschool Program placement, they will be required to complete a Launch Registration Packet prior to their first day.

## **EXPANDED LEARNING OPPORTUNITIES: SCHOOL-AGE PROGRAM**

Launch provides a fun, nurturing environment that includes time for students to complete homework, engage in community building, enjoy nutritious meals, and play outside at 9 Seattle public elementary schools and 1 location in Renton. We accept registration continuously throughout the school year, space permitting. To enroll in our school-age program – whether you need care daily or on an occasional basis – families are required to complete an online registration packet annually. Even if you anticipate utilizing the program on an infrequent basis, a completed Registration Packet must be on file.

Launch will support families of preschool students in registering for Kindergarten with Seattle Public Schools. Families should contact their Site Manager for additional information.

## **SUMMER CAMP: PRESCHOOL & SCHOOL-AGE PROGRAMS**

Launch offers our summer camps in week-long sessions to help ensure we are able to meet all of your family's summer needs and support your busy schedule. Although single weeks are available, we believe that each of camper's experiences are most complete when participating in two or more weeks.

# Registration and Enrollment

## AT THE TIME OF REGISTRATION

- Registration for Launch summer and school-year programs opens annually in the spring. The Registration Packet is available both electronically (online or PDF) and physically (paper).
- Please feel free to reach out to the Enrollment Coordinator if you require accommodations to submit your registration packet to [enrollment@launchlearning.org](mailto:enrollment@launchlearning.org)
- Complete a Registration Packet for each child that you wish to enroll in the program. One packet is required for each child. Please be sure to indicate which site you are interested in as well as your preferred schedule.
- Submit your Registration Packet directly to us either online (electronic packet) or via scan, fax, or in-person (PDF/paper packet) to your site's Program Site Manager OR email it to [enrollment@launchlearning.org](mailto:enrollment@launchlearning.org)
- Pay the annual, non-refundable Registration Fee (one per child). The Registration Fee must be paid prior to the child's first day of programming.
- Please feel free to reach out to the Finance department regarding any Registration Fee inquiries at [finance@launchlearning.org](mailto:finance@launchlearning.org).
- Launch accepts tuition subsidies from the City of Seattle, CCAP, Best Starts for Kids, and State of Washington (DSHS) childcare programs. Forms showing proof of coverage must be supplied before a child attends Launch.
- Launch has a tuition assistance program for families who need help with paying tuition. For more information, please see the Tuition Assistance section.
- Complete any applicable supplemental forms required for your child. This may include medical documents (i.e., regarding asthma, life-threatening allergy, medication, seizures, etc.), court documents (custody, adoption/foster, parenting plans, etc.), and educational documents (IEP/504 plans). Some of these forms MUST be submitted prior to your child beginning in our program.
- Please note Launch always requires a CIS (Certificate of Immunization Status) or COE (Certificate of Exemption) record for all students enrolled in a Launch program. Launch requires CIS/COE records to be renewed annually as per Washington State Laws.
- If required, medical forms that are not completed at the time of Registration Packet submission, Launch will reach out to families to request supplemental documents prior to the child's first day of programming. Students WILL NOT be allowed to attend Launch without all Health and Safety related documents.

## AT THE TIME OF ENROLLMENT:

Upon confirmation of available space & staff, you will receive a Confirmation Email confirming your child's enrollment in your selected site/program.

- Families must respond to us with confirmation/intent to enroll before your child is officially enrolled in our programs.

- If we do not receive a timely response, your child's slot may be offered to another family.
- If your needs for care change prior to the start of your registered program, please notify us as soon as possible of your withdrawal so that we may ensure our records are accurate and offer the available slot to another family in need.
- If sufficient space and/or staff are not available to fully operate our programs and enroll your child, you will receive a Waitlist Notification email with details regarding the site's waitlist situation and next steps/alternatives to care.
- Family Orientation is offered prior to the start of the school year. Site-specific information will be included in your Enrollment Confirmation. For additional information and/or to schedule a meeting with the Site Manager, please contact them directly.
- Launch has a limited tuition assistance program for families who need help with paying tuition. For more information, please see the Tuition Assistance section.
- Launch cannot begin care for your child until all forms are received, signed by parents/guardians, and are reviewed by the Enrollment Coordinator and/or Program Site Manager. If you need additional assistance gathering the required documents, please speak with your Program Site Manager.

# Hours and Program Availability

## PROGRAM HOURS

School-Age After school: End-of-day Bell to 6:00 pm (Start time may vary depending on program location)

Summer: 8:00 am –6:00 pm

Full Day Care: 8:00 am–6:00 pm

Early Preschool @ Miller: 8:00 am—6:00 pm

Preschool: 8:00 am–2:00 pm (After Care available)

Extended care is offered at an additional charge. Prepayment for extended care is required. Extended care includes:

- Early Dismissal days (School-Age)
- Conference days
- Teacher in-service days (check yearly program calendar)
- Winter Break
- Mid-Winter Break
- Spring Break

There is the possibility that sites will combine during the school breaks due to low enrollment or site availability (e.g., construction at the elementary school or community center).

## PROGRAM CLOSURE DAYS

Launch Programs are closed for the following holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Indigenous Peoples' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Week between Christmas and New Years, dependent on Seattle Public Schools

Launch closes for Staff Professional Development intermittently throughout the year. Dates may include one week before summer and one week before school begins. Other dates vary due to Seattle Public Schools' calendar as well as Launch's internal Program Calendar. All of our Professional Development closures will be communicated on a yearly basis. Launch also reserves the right to implement two floating holidays based on the needs of the organization. Communication will be sent to families when those dates will occur.



## STAFF AND PROFESSIONAL DEVELOPMENT

Launch strives to employ a diverse and experienced staff which reflects the communities we serve. We invest in professional development opportunities for all teachers, whether they are just starting out in their career or have been teaching for many years. We partner with community agencies such as the City of Seattle's Department of Education and Early Learning (DEEL), School's Out Washington, Childcare Education Institute and BrightSpark (formerly Child Care Resources) to provide training and educational opportunities for our teaching staff. All of our teachers receive 30 hours of STARS (State Training Approved Registry System) Child Care Basics certification in Diversity, Cultural Competency, Youth Empowerment, Child Growth and Development, Child Guidance, and Health and Safety. Every year, teachers also receive 10 additional hours in STARS-approved training in a variety of topics relevant to their positions. All staff members have First Aid/CPR training, background checks through the Department of Children, Youth and Families (DCYF), and regular in-service training. We view our consistent commitment to quality education, both to the children we serve and to the larger workforce we support, as a key component to our mission and success.

# Getting Involved in the Program

## GETTING INVOLVED WITH LAUNCH

Families are encouraged to participate in program activities and provide feedback on a regular basis. Families are welcome to drop into our centers any time during our operation hours.

Individuals 16 years or older who would like to volunteer in a Launch program on a regular basis must complete some additional requirements, including a Portable Background Check, TB Clearance (Tuberculosis), COVID-19 vaccination, and MMR vaccination (Measles, Mumps and Rubella).

The following are ways in which each family can get involved at Launch:

- Attend Orientation/Open House
- Volunteer
- Fundraising/Donations
- Complete Family Satisfaction Surveys
- Communicate Regularly with Center Staff
- Participate in Family Conferences
- Advocate at the Local, State & Federal level
- Join our Board of Directors

If you're interested in volunteering in the program, please contact your site manager. To support fundraising, please contact [donate@launchlearning.org](mailto:donate@launchlearning.org). To get involved with advocacy, please contact [info@launchlearning.org](mailto:info@launchlearning.org). For information on joining the Board of Directors, please email [laura.nicholson@launchlearning.org](mailto:laura.nicholson@launchlearning.org).

## FAMILY CONFERENCES

### EARLY LEARNING

Family conferences are held at minimum two times per year. During conferences, families will have the opportunity to review observations, discuss current goals and assessments and discuss new goals set by both the teacher and family. During the last conference of the year, the preschool teacher and the family work together to complete a kindergarten transition plan for the child, ensuring that they have been enrolled in kindergarten, are meeting developmental milestones and providing families with additional resources they may need (e.g. ChildFind) to help support the transition to kindergarten. It is important to attend conferences so that we can collaborate with you to support your child's education.

### EXPANDED LEARNING

Family conferences are available upon request and as needed for intervention and support strategies.

### DONATE

Launch is a nonprofit organization that relies on the generous donations of our community—there are many ways you can support our mission! Financial donations make our work possible and directly support the children and families in our care. We invite you to partner with us to provide high-quality preschool, before and after-school care, and summer programs that help launch young lives on a trajectory of success. Your support allows us to provide a variety of resources to our families, including:

- Tuition assistance to families with a financial need

- Free field trips and engaging learning activities for kids
- Healthy, delicious meals and snacks
- Professional development to help train the next generation of teachers.

If you are interested in donating, please visit our website at: [www.launchlearning.org](http://www.launchlearning.org). Please note that we cannot accept site-specific donations to ensure that each of our program locations has equitable resources. Gifts can be made to Launch's general fund and will be used to support our program work overall. Community Day School Association d/b/a Launch is a 501(c)3 organization, EIN 91-0987650. All donations are tax-deductible to the extent allowed by law. If you have tax questions, please consult your tax advisor.

## FAMILY ENGAGEMENT

You are an essential part of your child's learning. Launch shares your goal of giving your child the best start possible so their highest potential can be reached. We stay in touch with you and offer many opportunities for family participation in your child's experience with Launch through family events, newsletters, and teacher conferences, support, resources, and referrals, educational events, and fun get-togethers.

At times, families may be asked to participate in additional meetings with teachers, site leadership, and program directors. These meetings may address student behavior concerns, changes, and family support.

- Families must keep their information up to date, including but not limited to:
  - Address
  - Contact information
  - Emergency contacts
  - Out-of-state emergency contacts
  - Health and Safety, including immunizations
  - Legal documents pertaining to Child Custody and Decision-Making

At various times throughout a school year, Launch will utilize the messaging system in our Electronic Tracking system (Procare) to prompt parents/guardians to review their child/family information. Additionally, all families must complete a Registration Packet and any Health & Safety documents on an annual basis.

## FAMILY RESOURCES

All Launch locations will have a clearly marked Family and Program Resources board, on which all relevant policies and resources will be posted. Copies can be provided on request. Including but not limited to:

- Copy of the Childcare/School-Age License
- Site leadership names and contact information
- Emergency Procedures, including exits
- Health Policies

- Any applicable licensing waivers
- Daily schedules
- Menus
- Consistent Care Policy
- Licensing Inspection Report
- Upcoming events/vendors/field trips
- Site staff biographies and photos

Launch reserves the right to discontinue services due to a family's inability to meet the expectations and requirements of the program. Failure to meet the expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian, or family member's inappropriate or unsafe behavior in or near the program space. Additionally, Launch reserves the right to modify a student's schedule based on student-specific and/or program needs.

# Tracking Attendance

## MANDATORY DAILY CHECK IN AND OUT PROCESS

### AFTER SCHOOL FOR SCHOOL-AGE:

**Arrival:** At the time of dismissal from school, Launch staff members will sign each child in with their time of arrival in Procare.

**Departure:** An authorized adult, over the age of 18, must come into the program to pick up the child. The adult must sign their full legal signature and check out in Procare. Your child will only be released to their parent/guardian or another authorized adult listed on the Registration Packet. Identification may be checked daily.

Children attending Early Preschool, Preschool and Full-Day must be dropped off and picked up by an authorized adult, over the age of 18. The adult must sign his/her full legal signature when checking in and out of Procare.

### LATE PICK UP POLICY

Launch closes promptly at 6 p.m. Beginning at 6:01pm, a \$5 late charge will be assessed for the first 1-5 minutes and then \$1.00 per minute thereafter. Please remember that staff members also have obligations to attend to outside of Launch.

Each site follows these guidelines in response to a late pick up:

Staff will contact the family to ensure someone is on their way to pick up the child. If a parent or guardian is not reachable, staff will notify the emergency contacts.

The inability to contact the child's parent/guardian or emergency contacts 30 minutes after closing may result in Launch contacting Child Protective Services or the local police as required by state regulations.

Continual lateness could result in dismissal from the program.

### ABSENCES

In the event your child will be absent from Launch's programs, families should contact their Site Manager directly via email and/or voicemail. If you do not speak directly to a staff member, please leave a message on voicemail. Tuition is not refunded or credited for absent days. For families using DSHS/King County/City of Seattle subsidies, please refer to the Tuition and Fees section under the heading For Subsidized Families for more information regarding absences.

If your school-age child is absent from school, your child may not attend Launch.

### TRANSITION TRACKING

When the school day ends, Launch site leadership prepares to locate and account for all children scheduled to attend for the day within the first 15 minutes of programming. If your child is scheduled to attend and will be absent from Launch, please notify the program prior to bell time. If your child is not accounted for during the "crucial 15", a phone call will be made to the school office and to the child's home in an effort to locate the child. Launch will contact authorities, as necessary.

Launch may use other spaces in the school building other than our own dedicated space or the main program room. When not in our own space or the main room, we will post our current location near the main door. When we leave our space, an enrichment teacher will accompany the children in a maximum of a 1:15 teacher-student ratio for school-age and 1:10 teacher-student ratio for preschool. All preschool students will be kept within the continuous visual and auditory range of a staff member at all times. School-age students will be kept within the auditory range of a staff member at all times. Launch teachers utilize a Daily Attendance Tracking Tool (DATT) to ensure that children are accounted for at all times. The DATT is used for each major transition, including when a group or an individual child leaves one space and when arriving at a new space. Teachers do a face to name count and document that all children have arrived at the new transition area.

## EARLY LEARNING ATTENDANCE

It is important that children attend preschool regularly. Because of our partnership with the Seattle Preschool Program, we are required to ensure that children attend a minimum of 95% of the days each month, with absences of no more than 10 days per school year. If attendance falls below this point, a Launch teacher will communicate with the family that their child's attendance is low. We will try to assist families in working through concerns and challenges that the family may have. A Family Conference will be arranged if attendance is consistently low for two months. At this time, an attendance plan will be developed to address attendance concerns.

**Arrival Time Policy:** We ask that children arrive at the program by 8 a.m. to receive the full benefits of our daily schedule. After 9 a.m., if a child has not arrived without a phone call letting us know they will be late or has an appointment (doctor, dental, etc.), we will assume that the child will not be attending for the day. Approval must be obtained from the Site Manager if the family would like to drop off their child after 9:30 a.m.

# Program Policies

## INCLUSION POLICIES

*Launch has an ongoing commitment to the principles and practices of diversity and inclusiveness throughout the community*

**Non-Discrimination:** We foster an understanding of diversity among people, expecting and modeling unconditional respect for self and others. We enjoy celebrating and exploring our community's rich cultural diversity. All staff, children and their families are accepted according to our policies regardless of race, color, religion or belief structure, creed, ancestry, gender or gender identity, sexual orientation, national origin, or the presence of any sensory, mental, or physical challenges.

Childcare programs provide public accommodation and must comply with the Americans with Disabilities Act. Launch is committed to meeting the needs of all children, regardless of special health care needs or disabilities. The inclusion of children with special needs has been shown to enrich the childcare experience for all children and families of enrolled children.

Launch welcomes students, families, and staff from various backgrounds. Concepts regarding race, ethnicity, gender, sexual orientation, equity, religion (from a secular perspective), and/or disability may be introduced into classrooms throughout the year. These concepts will be age-appropriate and often arise from inquiries based on student interest. If you have concerns regarding introducing these topics, please contact your Program Site Manager.

## FAMILY CODE OF CONDUCT

We encourage and enjoy parents/guardians spending time in our programs with their child(ren), please speak with program staff for more information.

Parents/Guardians: In consideration of all participants, staff, family members and guests, all visitors to the program must abide by our rules and guidelines, as outlined in this handbook. Below are additional requirements for all visitors:

- We ask that you take special care to be courteous and respectful in all interactions, whether with your children or others, as well as with Launch staff, other parents, and visitors.
- We ask that you help us make our programs a home away from home, a place where children, families, and staff feel warm and welcomed each day.
- Please share our rules and guidelines, as outlined in the family handbook, with anyone you may ask to pick up, drop off, or visit your child(ren) in our program.
- It is expected that if a parent/guardian feels any person is exhibiting threatening physical and/or verbal behaviors, it will immediately be reported to the program director and/or their designee.

Staff will work to ensure our program is always safe and welcoming to all:

- If there is a situation where the conduct of a parent/guardian, authorized pick-up or emergency contact is not consistent with rules and expectations, the program director and/or their designee will ask that person to refrain from the behavior and/or leave the program or center.

- Conduct by parents/guardians, authorized pick-ups or emergency contacts in violation of the Anti-Harassment Policy found in the Family Information Guide may result in staff calling 911 and/or termination of enrollment of participant.

It is expected that if a staff member feels any person is exhibiting threatening physical and/or verbal behaviors, it will immediately be reported to the program director and/or their designee.

### **Suspension and Termination of Services**

To the best of our ability, Launch will ensure continuity of care for students enrolled in Launch school-age programs. Launch may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the school-age program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's or the child's inappropriate or unsafe behavior in or near school-age program space. Launch will work with families, coaches, counselors, school district employees, and additional resources to support the child's successful return to the program.

Seattle Preschool Program has a no-suspension/expulsion policy for Seattle Preschool Program hours of 8:00 am – 2:00 pm. To support this work, Launch will work with our partners to provide coaching, professional development, and Public Health Child Care Team and other organizations. The following are some of the services offered:

- Classroom/child observation
- Educator coaching
- Screening review
- Referral services
- Family-teacher meeting facilitation
- Behavior consultants and plan management

### **INFORMATION REQUIRED FROM FAMILIES**

Launch wants to ensure that our programs meet the socio-emotional, physical, and educational needs of the children in our care. Families must complete the Registration Packet, as well as provide pertinent Emergency/Health Information regarding your child's health and development. Launch programs must have a copy of a child's Individual Education Plan (IEP), 504 Plan, or any associated Medical Information. Please notify the Site Manager regarding any changes in your child's health history, service providers, parenting plans, or custodial documents.

We may ask families for information pertaining to:

- Physicians
- Counseling services in which your family may be involved
- Community programs in which your family is currently involved
- Any partnerships your family has had with mental health consultants



- If making a referral to ChildFind, Launch will ask for a FERPA consent form to best support a family as they navigate the process

If there is an Order of Protection, custody-related documents or any other relevant information relating to the safety of children enrolled in Launch, families will be required to provide legal documents. Launch does NOT enforce parenting plans.

## **POLICY FOR HANDLING COMPLAINTS OF DISCRIMINATION**

- Complaints of discrimination must be filed within 180 days of the alleged discrimination.
- Complaints of discrimination should be communicated directly to the Program Services Department, at [info@launchlearning.org](mailto:info@launchlearning.org).
- Complaints of discrimination may be written or verbal. Anonymous complaints shall be handled in the same manner as any other complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint shall do so.
- Complaints of discrimination should contain as much as possible of the following information:
  - Name, address, telephone number or other means of contacting the complainant.
  - The specific Launch location providing the services.
  - A description of a specific action that caused the complainant to believe that discrimination was a factor.

# Program Philosophy

## CULTURAL RELEVANCY AND ANTI-BIAS AWARENESS

Anti-bias education incorporates the philosophy of multicultural education while expanding to include other forms of bias, stereotypes, and misinformation. Anti-bias awareness not only addresses race and ethnicity but also includes gender, language, religious & spiritual diversity, sexual orientation, disability status and social class. Anti-bias awareness takes an active, problem-solving approach that is integrated into all aspects of an existing curriculum and a school's environment. An anti-bias curriculum promotes an understanding of social problems and provides students with strategies for improving social conditions.

Approaches we use:

- Incorporate culturally diverse/anti-bias philosophy in the physical surroundings; for example, through books, posters, and displays.
- Provide children with opportunities to participate in culturally relevant and affirming activities.
- Train staff annually on culturally sensitive/anti-bias approaches to interacting with children and families in the program.

## ADULT-CHILD INTERACTIONS

Launch teachers model pro-social behavior with children in a supportive and encouraging environment. Adults and children share control of the classroom to encourage independence and skill-building in the children. Every person in the classroom community takes responsibility and initiative over their learning. Teachers focus on children's strengths and skill building and therefore, build strong and positive relationships with the students.

The tone of all Launch classrooms is warm, inviting, and positive. Teachers engage with children at their level. They share conversations with a mutual give-and-take, so children have opportunities to express themselves and build their language skills. Teachers participate in children's play by taking on roles as children suggest. By playing with children, teachers build relationships, foster language skills, and can expand children's thinking by suggesting new ideas within ongoing play situations.

## EARLY LEARNING

Launch instructional framework is based on the HighScope Approach to Preschool Education ([HighScope](#)) and focuses on building the necessary skill set for a smooth transition into kindergarten. HighScope's research –based, active participatory approach finds that children learn best through hands-on experiences with people, materials, events and ideas. Teachers plan for a variety of learning experiences that give children opportunities to explore and manipulate materials in a safe environment. As children explore, Launch preschool teachers observe, document, and assess the children to track strengths, areas of growth, needs and interests. They use this information to plan experiences and interactions which will foster their language, cognitive, physical, social-emotional development, skills in the arts, mathematics, literacy, science and technology.

## SCHOOL-AGE EXPANDED LEARNING

Our enrichment programs provide a balance between staff-led activities, group and individual pursuits, and free choice time. The children are free to choose any of the many games, books, art supplies, and sports equipment available for their use. The teachers are always involved in the activities, whether it is in directing the activity or monitoring a free choice game. We use social skill development games, self-esteem building tools, and conflict resolution models to provide opportunities for children to share their own ideas while being an active participant in a supportive and well-supervised environment.

# Early Learning – Early Preschool & Preschool

## DAILY ROUTINE- EARLY PRESCHOOL

Sample Schedule

8:00 am- 8:30 pm Arrival/Greeting

8:30am - 9:00am Breakfast

➤ Toilet Training Time

9:00 am-9:15 am Large Group Literacy & Music

9:15 am- 10:30 am Choice Time & Small Groups

➤ Toilet Training Time

10:30 am -11:15 am Outside Time

11:15 am - 11:30 am Large Group Science & Math

11:30 am- 12:00pm Lunch Time

12:00 pm - 12:30 pm Prepare for Nap & Potty Time

12:30 pm- 2:30/3:00 pm Nap & Quiet Time

3:00 pm-3:15 pm Nap Clean-Up & Toilet Training

3:15 pm -3:45 pm Snack Time

3:45 pm-4:30 pm Outdoor Time

4:00 pm-4:15 pm Large Group Literacy

4:30 pm-6:00 pm Choice Time & Family Pick-Up

## DAILY ROUTINE-PRESCHOOL

Each of our preschool sites will have a similar Daily Routine that includes these parts of the day:

- After breakfast, the children gather for Message Board and Greeting Time. This time of day is an opportunity for teachers and children to be together and set up their day. During Message Board, the teachers draw symbols and words to help promote children’s literacy skills. On the Message Board, they include attendance, opportunities for whole class problem-solving, and any changes to classroom schedule as well as visitors for the day.
- Large Group Time is the time of day for children to get together as a whole group and sing, dance and play games. The children learn gross motor development, creative movement, musical expression, how to cooperate and how to participate with others in a group.
- Small Group Time is the time of day that children are in small groups of 10 or less. Each group has a teacher-led activity based on the academic and developmental needs and interests of the children. In small groups, each child has an opportunity to use their own set of materials. The teacher interacts with the children as they explore the materials and helps to deepen their understanding.
- HighScope uses a sequence of Plan-Do-Review (Planning Time, Work Time, Recall Time) to foster executive functioning skills, such as the ability to think about the future and make plans. When children are given formal opportunities to make plans, implement their plans and reflect on them, their ability to think critically is highly supported.
- Planning Time is a critical time of day in a HighScope classroom. Three and four-year-old children are in a stage of development where taking initiative is key to successful development. Planning Time is a 10 minute or less activity

that helps students develop plans for their Work Time. During Planning Time, the children determine where they are going to work in the classroom, what materials they are going to work with and who they are going to work with during the scheduled Work Time.

- Work Time is a time for children to “go to work” and implement their plans. All areas of the room (The Toy Area, Block Area, Art Area, Book Area, House Area, Writing Area, and Music Area) are open during work time. During this time, the children develop their interests, problem-solve and the teacher joins in as a “partner in play,” taking on roles as the children assign them and facilitating their problem-solving skills.
- Recall Time is an activity time for reflection. After children clean up from Work Time, the students gather in their small groups and do an activity that helps them reflect on their experiences during Work Time. The teacher helps them think about their prior experiences and elaborate on their ideas.
- Outdoor Play meets children’s needs for gross motor development and provides additional opportunities to explore their social and emotional worlds together. Children are provided with a variety of activities that allow them to work and use their bodies, play with peers, and use their imaginations. More information about outdoor play can be found later in this guide.

## NAP AND REST PERIODS

Naptime in preschool not only gives children time to refresh and recharge, but also improves their learning by enhancing their memory. We offer our children an opportunity to take a daily nap after lunch. Children in care 6 hours or more per day will be offered an afternoon rest period. Sleep is optional during the scheduled rest period. Children are not expected to sleep, and alternate quiet activities or an alternate quiet location will be provided for children who do not show a need for rest. These alternatives will be offered 30 minutes into the designated quiet time. Parents/guardians are to provide one blanket and one standard size crib sheet labeled with the child’s full name. The sheet and blanket must be laundered at least once per week. (WAC 110-300-0265).

Please feel free to send a blanket or a stuffed toy from home for naptime to make this time as relaxing as possible. Label these items with the child’s name. These items will be kept in the child’s cubby until nap time arrives.

# Expanded Learning – School-Age

## DAILY ROUTINE

### *A Framework for the Day's Events that Supports Children's Security and Independence*

Launch understands that being Out-of-School means children need time to choose activities, explore interests, hang out with friends, and relax. Our daily routine provides blocks of time where this is possible. As a result, children gain the sense of security they need to make choices and take risks in order for exciting learning opportunities to ignite! Each of our expanded learning sites for school-age children will have a similar Daily Routine to the framework below.

- Focus Time (homework support) — This is usually a 30- to 45- minute period for children to work on their homework. Recognizing that the “School” day may end at different times during the week, we have expanded this period to allow children to complete school tasks, focus on independent reading, or seek to work with a friend on similar schoolwork.
- Outside time — The children and teachers spend at least 30 minutes outside every day, enjoying vigorous and often noisy play in the fresh air.
- Enrichment time — Teacher-directed activity or hands-on project that complements the interest of the group and their relationship, honors social emotional learning and/or supplements core subject matter.
- Vendors — Partnership with local & national community-based organizations to deliver fun and in-depth opportunities shaped on child interest to expand on their general education. Sessions may occur 1-2x per week for several months (depending on series length) during enrichment hour. This new component adds variety to our existing programs and lets children learn a specialty.
- Large Group Reflection (or Community Builder) — In order to build a sense of community, belonging, and safety children need dedicated time and opportunity for individual reflection and/or small group mindfulness. To help reduce stress, students will participate in modes of introspection and relief like daily stretching, yoga exercises, journaling prompts, or anti-bias/anti-racist lessons using programs such as Second Step or KidzLit.
- Youth-Led Stations — Set on Mondays, youth stations are choices students decide to build in their week. The group must vote and choose collaboratively what 3-4 stations they might like to do during their time span of program ownership. Activities offered could include such things as arts and crafts, board games, extra homework help, movement or dance, etc. Children often respond well to this form of "structured" free time.
- Adult team planning time — This time happens informally every day and formally once a week. It can occur during children's work time, before children arrive, or after they leave. The teaching team meets to discuss their observations of children's developing abilities and interests, focusing on these observations as they plan activities and review the materials in the classroom.

## AFTER SCHOOL ACTIVITIES OUTSIDE OF LAUNCH

We ensure the safe arrival to and from non-Launch afterschool activities. Families are required to complete an Activity Waiver Form if their children participate in after school activities outside of Launch. The Activity Waiver Form can be obtained from the Site Manager. Launch's ability to accommodate movement between Launch programs and other activities is site-specific and must be approved by the Program Site Manager prior to the first day.

*"The staff truly care about the kids. I love that my daughter works on her homework there and also loves the after school activities PLUS getting outside and getting more exercise. Thank you. Thank you. Thank you is what I have to say."*

– Launch Parent

# Assessments and Screenings (SPP Locations Only)

## EARLY LEARNING – PRESCHOOL & EARLY PRESCHOOL

Launch believes that assessments and health screenings are essential to the growth and development of children. It is important to know where children are developmentally when they enter into the classroom so that teachers can partner with families to create pathways that prepare children for kindergarten. Launch provides the following assessments and health screenings for children through our partnership with the Seattle's Preschool Program:

## TEACHING STRATEGIES GOLD (PRESCHOOL ONLY)

Teachers at Launch assess student development with Teaching Strategies Gold (TSG). Teachers take anecdotal notes and photographs of children's learning experiences and record them into the TSG online tracking tool. Teachers assess student learning in a variety of developmental areas, including cognitive skills, language development, physical skills, social and emotional learning, literacy and mathematics, and subjects such as arts and science and technology.

Teachers use their observations to create a summary of benchmarks the child has attained and what they have learned throughout the year. The teachers complete these summaries three times during the year and use them for family-teacher conferences. Teachers partner with the family to determine goals and next steps for their child.

## HEALTH SCREENINGS – INDIVIDUAL (EARLY PRESCHOOL & PRESCHOOL)

Launch collaborates with King County Public Health Department to administer:

- Hearing
- Vision

Upon completion of the health screenings the Public Health Nurse will provide referrals to health agencies if deemed necessary.

## ASQ/ASQ:SE (AGES & STAGES QUESTIONNAIRE/SOCIAL EMOTIONAL) – INDIVIDUAL (EARLY PRESCHOOL & PRESCHOOL)

Within 60 days of enrollment, each preschool child is given a developmental screening called the Ages and Stages Questionnaire (ASQ-3). The ASQ-3 is a research-based, valid and reliable tool. The screening is used to determine if children may need further evaluation or monitoring for developmental delays. This questionnaire is a basic assessment of the child's cognitive, physical, language, and social-emotional skills. If it is identified that a child needs additional support services, we may work with that family to locate and implement additional supports, including seeking a ChildFind referral for a more extensive evaluation. The ASQ:SE determines a child's social-emotional competence and if a child should be provided with individualized instruction in social skills or referred for further services. Results of the ASQ are shared with parents/guardians at the first family-teacher conferences in December.

## CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS) - PRESCHOOL

CLASS is an observation instrument developed to assess classroom quality in preschool through third grade classrooms.



The key areas of assessment include:

- Emotional Support (positive and negative climate and regard for student perspectives)
- Instructional Support (concept development, language modeling, quality of feedback)
- Classroom Organization (behavior management, instructional learning formats, productivity)

CLASS assesses aspects of teacher warmth and responsiveness, organization and preparedness, communication and flexibility, and scaffolding of social-emotional and academic interactions across the classroom.

### **EARLY CHILDHOOD ENVIRONMENT RATING SCALE (ECERS)**

In early learning settings, the environment serves an important role in children's learning. The ECERS subscales rate the quality of the environment at an early childhood program to provide a picture of how well the environment is serving the purpose of enhancing and enriching children's learning.

The 7 Subscales rate the following:

- Space and Furnishings
- Personal Care Routines
- Language-Reasoning
- Activities
- Interactions
- Program Structure
- Families and Staff

## EXPANDED LEARNING – SCHOOL-AGE

### YOUTH PROGRAM QUALITY ASSESSMENT - PROGRAM

The Social-Emotional Learning Program Quality Assessment (SELPQA), developed and tested by the HighScope Educational Research Foundation, was designed to help afterschool programs serving grades K-5 to assess the extent to which their program provides a participatory, safe, supportive, youth-centered environment. This tool allows program staff (or external specialists) to observe interactions between program staff and children during regular program sessions and to interview staff about how the program operates. These observations and interviews are used to create a program quality snapshot to identify areas of improvement, and support staff in their professional development goals that will enhance the program. The SELPPQA tool assists staff in strengthening their understanding and skills of emotion coaching to support child development.

### PANORAMA EDUCATION

Panorama helps our organization use data to support each student's needs in order to build great afterschool programming. Panorama provides tools to collect valid and reliable feedback about a wide range of the topics that matter most—from engagement and communication to site climate culture. More importantly, Panorama helps Launch measure and understand students' Social Emotional Learning (SEL) skills in three core areas: student skills and competencies, student supports and environments, and group leader skills and perspectives.

Panorama is a powerful technology platform that supports the whole child, all K-5th graders, by:

- Student Voice: Capturing student feedback through individual surveys about teaching, learning, and site classroom experiences.
  - SEL Measures in Sense of Belonging, Site Safety, Engagement, Teacher-Student Relationships, Learning Strategies, Grit, Growth Mindset, Self Management, Social and Cultural Awareness, and Emotional Coping Skills.
  - Survey Platform Functionality allows Launch to explore trends across our entire organization at site, classroom group, and student levels. This kind of reporting allows our onsite staff to be equipped to intervene when/if students are exhibiting challenges academically or behaviorally and what might be contributing to those challenges, as well as our ability to change and grow over time.
  - Professional Development: using Panorama data, we create action plans and reflect and dialogue around root causes that underly outcomes. This is part of our continuous program quality improvement process.
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# Health and Safety Practices

## SUBSTANCE FREE WORKPLACE

Launch is committed to providing and maintaining a substance free, healthful, safe, and secure work environment. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. The illegal or unsafe use of controlled substances and working under the influence of alcohol or drugs is inconsistent with the behavior expected of workers at Launch and it subjects all children, employees, temporary workers, independent contractors, and visitors in our facilities to unacceptable safety risks. It also undermines Launch's ability to operate effectively and efficiently and damages the integrity of Launch.

- The unlawful manufacture, storage, distribution, sale or attempted sale, purchase, transfer, possession, or use of illegal drugs, unauthorized substances, or alcohol on organization premises is not allowed.
- The consumption of illegal drugs and alcohol during working hours is absolutely prohibited. Being under the influence of illegal drugs and alcohol during working hours is also strictly prohibited.

## PRACTICES CONCERNING AN ILL CHILD

We follow the advice of the Seattle-King County Department of Health in excluding children with symptoms of communicable diseases. If your child has any of these symptoms, please make other arrangements for their care:

- Diarrhea: Three or more watery stools in a 24-hour period or one bloody stool.
- Vomiting: Vomiting twice or more in the past 24 hours.
- Rash: Body rash, heat, or allergic reaction, especially if accompanied by a fever.
- Sores: Oozing sores which cannot be covered.
- Fever: Temperature of 101°F or above, accompanied by a sore throat, rash, vomiting, earache, diarrhea, irritability or confusion.
- If your child experiences any of these symptoms while in Launch's care, we will call home to arrange for pick up. The child will then wait for their family in a quiet area that is away from other children to provide the child with a space to rest until they are picked up. **Children must be fever free for 24 hours without the aid of medications. Symptoms must be improved or gone before a child can return to programming.**

If there is an outbreak of chicken pox, measles, or other vaccine preventable disease, children who are not vaccinated will be excluded from our programs.

Health and Safety Practices may change based on current recommendations from governing agencies, including but not limited to:

- King County Department of Health
- Department of Children, Youth and Families

- Centers for Disease Control and Prevention

LICE: Children who have lice can return to childcare following their first lice treatment.

## CHILDREN WITH ALLERGIES

If your child is at risk of having an allergic reaction from food, bee stings or other allergens that requires specific actions staff must take for your child or “rescue” medication, you must indicate this on your child’s Registration Packet and complete an Individual Care Plan. Launch is required to use specific documents for any medical needs a child may have. These must be signed by your child’s physician. Accepted Plans of care are located on our website (<http://launchlearning.org/families/forms> ). Substitution forms from schools or other entities are not accepted. Your child cannot start Launch programming until all necessary forms are completed and turned into the Site Manager.

## MEDICATION MANAGEMENT

Medication will only be administered under the following guidelines:

### Prescription Medication

Written consent from an authorized adult and physician instructions are required for administration of medication. Medication must be stored in its original container and include

- Child’s name
- Physician’s name
- Name and strength of medication
- Legible instructions for administration
- Expiration date or date prescription was filled
- Medication authorization form

Teaching staff who administer care to young children requiring special medical procedures are trained in the procedure and guided as prescribed by the health care provider. Launch will consult with our King County Public Health Nurse to ensure that each staff is well versed in the procedure as well.

## MEDICATION POLICY

Our medication policy is as follows:

- Medication is accepted only in its original container, labeled with the child’s full name.
- Medication is not accepted if it is expired.
- Medication is only given with prior written consent of a child’s parent/guardian.

This consent on the medication authorization form includes all of the following:

- Child's Name
- Name of the medication
- Dosage
- Method of administration
- Frequency (cannot be given "as needed"; consent must specify time at which and/or symptoms for which medication should be given)
- Duration (start and stop dates)
- Special storage requirements
- Any possible side effects (from package insert or pharmacist's written information)
- Any special instructions

A physician's written authorization is required for non-prescription medication that:

- Is to be taken differently than indicated on the manufacturer's label
- Lacks label instructions

### IN THE EVENT OF A MEDICAL EMERGENCY

All Launch staff are trained in CPR, First Aid and Bloodborne Pathogens

- A designated staff member will contact the Emergency Medical System (911).
- Launch Leadership will contact the parent/guardian, or if the parent/guardian cannot be reached, the child's alternative emergency contact person.
- Emergency transportation for any necessary medical care will be determined by the emergency response team and/or parent/guardian.
- An accident/incident report will be completed. A copy will be given to the parent/guardian and the original will be kept at the center.

### POLICY REVIEW

Launch's Disaster and Emergency Action Plan and Pesticide Policy are available for your review. If you would like to read our Pesticide Policy or Disaster and Emergency Action Plan and/or our Health Care Plan, please see the family information board to find out where it is located at your center. Please see your Site Manager for further information.

### BABYSITTING POLICY

In order to maintain professional boundaries, Launch staff and their family members may not babysit program participants outside of Launch programs.

## CHILD ABUSE POLICY

Childcare providers are required by law to report any suspected cases of child abuse or neglect immediately. Referrals may be made to CPS without discussing concerns with the parent/guardians.

Suspected or witnessed child abuse or neglect will be immediately reported to Child Protective Services (CPS). The phone number for CPS: 1.800.609.8764.

Signs of child abuse or neglect will be recorded on the Child Abuse and Neglect Form (Launch Incident Report Form) which is located in the Site Manager's office.

Annual mandated reporter training is provided to all staff.

Launch's Department of Children, Youth and Families Licensors will be notified of any CPS report made.

## EMERGENCY PREPAREDNESS/DISASTER PLAN

Staff members are trained in basic emergency procedures. Necessary responses to emergencies, such as natural disasters (flood, earthquakes, etc.), injuries, lockdowns, fire, and escape routes are addressed in staff training. Monthly fire drills and quarterly natural disaster drills are conducted at program sites. In the event that a site location becomes compromised due to fire or natural disaster, each Launch program has identified a meeting location in case of emergency. Please contact your Site Manager for this information.

Launch has a plan to ensure that, in the event of an emergency, we are able to support and sustain all children in our program for a minimum of three days. Each site is equipped with a supply of water, food and first aid supplies to address needs that arise in the event of a disaster. In the event of a critical emergency such as a natural disaster, the number you will be able to call for updates will be 509.255.7095. This line will only be in operation for critical Emergencies such as natural disasters.

In the event that your child has prescription medication we will ask for a 3-day supply of the medication and ask for you to complete a 3-day critical medication form so we can support your child.

The Disaster and Emergency Action Plan includes:

- Emergency numbers
- Emergency contacts
- Emergency off site location
- Information about types of safety drills performed by staff on a quarterly basis

## WEATHER RELATED CLOSURES

Launch follows the Seattle Public Schools schedule for hazardous weather; this means if Seattle Public Schools are closed, Launch will be closed as well. If Seattle Public Schools open one or two hours late, Launch will follow the same schedule. Launch will be closed in the event that Seattle Public Schools cancels after school activities.

In the event of extreme weather conditions, we are primarily concerned for the welfare of the children and our staff. It is safest to pick up your child early on those days. If Launch is open when schools are closed and we are faced with extreme weather conditions, Launch will make the determination on closures or delays and the information will be recorded on the site's voicemail, the Launch website and social media accounts, as well as emails.

### TEACHER STRIKE CLOSURES

In the event of a Seattle Public Schools Teacher strike, Launch will evaluate our availability to provide full day care on a case-by-case basis. We will notify families of our availability to offer care. Our first priority is the safety of children, families, and employees.

### POWER OUTAGE/FLOODING

In case of a power outage or flooding at a site, children may be able to go to another site depending on space capacity. However, Launch will not be able to transport children. This will be up to the responsibility of the family. Launch cannot be open for more than two hours without power; therefore families will be called immediately if power is not resumed before the time to pick up their child.

### EMERGENCY NUMBERS

Emergency Medical System	911	Crisis Clinic	1.206.461.3222
Child Protective Services	1.800.609.8764	Poison Control	1.800.222.1222
Seattle Schools Transportation	1.206.298.7900		

### NO-TOLERANCE DRUG, ALCOHOL, VIOLENCE & WEAPONS POLICY

Launch has a "NO TOLERANCE" policy for illegal substances, threats of violence and weapons. Launch sites are located on Seattle Public Schools (SPS) and City of Seattle property, therefore children under Launch care and Launch staff may not possess or use weapons on Launch property and in areas used or sponsored by SPS or the City of Seattle.

Weapons include firearms according to federal and state laws, explosives, items that can be construed as causing bodily harm and toys/objects that appear to be weapons or used to cause bodily harm, regardless of size.

Any child who has brought a weapon to Launch:

- Will be removed from the group
- Parent/Guardian will be called immediately to take child home and local law enforcement called
- Any situation of this type will result in your child being terminated from the program
- Children or adults who make threats of violence towards peers or adults will be removed from the program immediately. A family conference may be required prior to the students return to the program. Launch and the family will work together to ensure the continued health and safety of all students and staff.

## PET POLICY

Due to allergies of children in our programs, we ask that during drop-off and pick-up any family pets remain outside. Launch does not house pets in our programs.

## DIAPER AND TOILET TRAINING PROCESS

Launch programs welcome students regardless of their progress on toilet training. Staff will collaborate with families to support students in developing emergent self-care skills as well as providing hygienic support in the meantime. If a child is not fully toilet trained before admittance into Launch programming, teachers and the leadership team will work with the family to determine a plan of support that moves the child's skills forward while providing the correct level of support currently needed. Teachers can provide standing diaper-changing support. Please let Launch staff know what your child's specific needs are around toileting, and please send your child with extra clothing and any needed toileting supplies (e.g., diapers, wipes). Additional toileting supplies, such as rash creams, must be accompanied by a medication authorization form.

Early preschool program students will be introduced to and encouraged to use the child-sized toilets available at Miller, based on their progress on toilet-training. Stand-up diapering will also be available and diapering logs will be kept to inform families of daily routines and progress towards toilet-training. We will collaborate with families to support children through their toilet-training journey.



# Outdoor Safety Practices

## OUTDOOR PLAY

The Washington Administrative Code (WAC) 110-300-0145 requires childcare facilities to provide outdoor playtime activities for all children in their programs. This means that even in certain conditions, such as rain, snow, fog, hot or cold weather, children are required to have access to outdoor activities. In these conditions, staff will arrange an alternative location (i.e., undercover area) so children are still able to go outside and play.

## FIELD TRIP SAFETY

Walking field trips are short walks usually taken around the Launch neighborhood. Permission slips will not be used for walking field trips, and they are included in the Registration Packet. Families can notify the Site Manager if they do not want their child to participate in walking field trips. Please be aware that Launch's ability to support children not participating in field trips may be impacted by staffing.

Distance field trips occur during full days and our summer program. For a child to participate, a parent or guardian must complete the following:

- Place the child's name on the field trip permission form with the proper guardian's signature.
- Plan for a way to keep lunch/food cold and safe.
- Have their child wear or bring appropriate clothing and shoes for the field trip.
- Provide sunscreen when needed.
- Alert staff to any medication or special needs.
- Arrive 20 minutes prior to the scheduled departure time on the day of the field trip.
- All Launch staff will be equipped with first aid kits and emergency contact information for each child.

## FIELD TRIP TRANSPORTATION

Many of our field trips will include rides on Metro Systems and family chaperones are welcome to participate in those field trips. On rare occasions, fieldtrips will include the use of a district school bus or a chartered bus. In these cases, family members are not allowed to travel on the bus and will be required to drive their own vehicle. In the event that a family member drives their own private vehicle on the field trip, the family member can only transport their own children.

## WATER FACILITIES AND BEACHES

During the school year and throughout the summer, Launch programs participate in water activities through the City of Seattle Parks and Recreations department. Water activities can consist of swimming pools, wading pools, sprinkler parks, and neighboring beaches. Launch follows all established water safety and sanitation rules at our neighboring water facilities. Should you like additional information regarding City of Seattle water activities please contact your Site Manager or visit City of Seattle Parks and Recreations:

# STUDENT SUPPORT

At Launch, we believe in creating a proactive prevention framework that arranges organizational and program-level resources to accommodate all children via the early identification of learning and behavior needs. This early identification allows for timely intervention services for students who are at risk of not meeting developmental targets, and it identifies students in need of advanced services. If it is identified a child needs additional support services, we may refer them to ChildFind.

*“The director has spent a lot of time working with my son on Sight words and has been creative on teaching methods. He prefers Launch to Kindergarten. The staff does a great job on correcting and managing behavior issues and keeping me informed.”*

*- Launch Parent*

## SECOND STEP

Second Step is an established curriculum that works to build social emotional skills that empower children to regulate and understand their emotions, improving educational and life outcomes. The kit, which is part of a series that includes curricula for preschool and school-age, is integrated into our programs. Each Second Step lesson consists of a photo card with a story and discussion questions about that story, interpreting what happened from a social perspective, and thinking about what students would do in that scenario and how they could use the skills they have been learning. Role play is encouraged, and tapes and a video are available to reinforce concepts. Empathy training, impulse control, and anger management are fostered through teaching strategies that reduce social bias and promote recognition of the different feelings and needs of others.

## CONFLICT RESOLUTION AND BEHAVIOR SUPPORT

Our teachers and leadership teams work closely with children to build relationships which foster trust and mutual respect. A variety of techniques are used to both prevent and manage unexpected or unsafe behaviors that support student success. These may include role modeling, redirection, positive reinforcement, accommodations such as changes to the environment, and natural or logical consequences.

When conflicts arise in the classroom, Launch teachers offer students comfort and contact in an effective and timely manner. They assist matter-of-factly with unresolved conflicts to encourage problem-solving and conflict resolution skills. Teachers understand that frequent conflicts are developmentally appropriate for children. Our teachers foster the motivational, social and behavioral competence necessary to resolve issues in ways that are supportive of all involved.

## LEARNING TO RESOLVE CONFLICTS

Helping children manage frustrations and resolve social conflicts is an area of social learning that is particularly important to Launch. Our teachers use a six-step conflict resolution process in working with children. The six steps, summarized below, are used to help children settle disputes and conflicts. With time, children often learn to carry out this sequence on their own.

## CONFLICT RESOLUTION STEPS

- Approach the children calmly, stopping any hurtful actions. Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take sides.
- Acknowledge children's feelings. Say something simple such as "You look really upset;" and let children know you need to hold any object that is the focus of a conflict.
- Gather information. Ask, "What's the problem?" Do not ask "why" questions, as many young children focus on what the problem is rather than understanding the reasons behind it.
- Restate the problem: "So the problem is..." Use and extend the children's vocabulary, substituting neutral words for hurtful or judgmental ones (such as "stupid") if needed.
- Ask for solutions and choose one together. Ask, "What can we do to solve this problem?" Encourage children to think of a solution but offer options if the children are unable to come up with solutions at first.
- Be prepared to give follow-up support. Acknowledge children's accomplishments, e.g., "You solved the problem!" Stay nearby in case anyone is not happy with the solution and the process needs repeating.
- Adults respect children's ideas for solving problems, even if the options they offer don't seem fair to adults. What's important is that children agree on the solution and see themselves as competent problem-solvers.

## CHALLENGING BEHAVIORS

Young children can present challenging behaviors in educational settings. Occasionally, young children present dangerous behaviors in educational settings with the potential to injure themselves or others. In such circumstances, children may need more intensive interventions to help them learn appropriate behavior.

### Procedures

- The teacher will have a designated safe and appropriate place in the classroom and outside the classroom where an adult can take a child to be away from peers for the purpose of assisting the child to calm and self-regulate.
- A staff member will remain with the child at all times.
- When dangerous behaviors occur, staff will contact the child's parent/guardian to debrief the incident. The child's teacher, Site Manager and/or Regional Director will meet to discuss how we will handle future incidents and potential referrals for additional services.
- The incidents will continue to be documented and kept in the child's file at the site.
- Staff will implement positive behavioral interventions and supports to prevent challenging behavior and teach empathy, friendship skills, self-calming skills, and problem-solving skills.

Behavior Support may include writing an individualized needs form or action plan. Each type of documentation is , curated as an intensive intervention based on information collected by the family and teaching staff. Both written supports will include:

- A description of the behavior of concern, including antecedents
- Prevention Strategies
- Replacement Skills to be taught
- Strategies for when the challenging behavior occurs

Onsite staff will implement these plans and meet with the family regularly to discuss progress and modify documentation as needed.

Community partners who support Launch students may be asked to support families and Launch program while writing the above supports. This will be up to the determination of Launch and the family.

Withholding of food, access to the bathroom, name-calling, or any other form of demeaning treatment is strictly forbidden. At no time will corporal punishment in any form be allowed on the premises by anyone, including parents/guardians. Use of such methods will result in disciplinary action. Launch staff will ensure continual communication with parents and guardians concerning the child's behavior, and staff must complete ongoing documentation and progress reports. Staff will be sensitive to different cultural beliefs and values. Our policy aligns with the Seattle Preschool Program's philosophy of Zero Expulsion.

## NON-VIOLENT INTERVENTION STRATEGIES

Launch works to empower students to regulate their emotions and maintain safe, responsible, and expected behaviors throughout their day. Launch staff understand that behavior is communication, and that socio-emotional competencies are skills just like academic skills that need to be taught and reinforced. Behavior intervention begins with teaching skills and strategies in a safe and loving environment.

De-escalation techniques used at Launch are based in CPI Nonviolent Crisis Intervention training, a person-centered and trauma-informed model that helps staff interpret distress behaviors and address the cause of the behavior. All CPI-trained staff can identify cycles of stress and can focus on meeting the needs of a distressed child in a moment of crisis.

Staff also analyze recurrent behavior to determine what need(s) the child is expressing and to plan for meeting that need in a safe, consistent way. In situations where a child's behavior demonstrates a significant risk to themselves or others, CPI-trained staff will use safety interventions.. practiced as a last resort and is reasonable and proportionate to the situation if the child cannot be kept safe any other way. If safety intervention is necessitated, staff will contact the family and our licensors according to requirements. Staff will also be internally questioned to assess if the CPI model was accurately utilized, and the least restrictive intervention deployed. Behavior Support Plans will be put into place with the involvement of the student, the family and any outside resources as determined by the family, Launch, or other community partnerships that support students within our programs.

# Bringing Things from Home

## PERSONAL BELONGINGS

Toys and other play equipment should not be sent from home to Launch unless requested by a staff member. In the event of a planned activity requiring items from home, please label each item with your child's full name. Launch is not responsible for lost or damaged items.

If items are brought to school and become a distraction, items will be removed from the classroom and placed in the Site Manager's office until pick up.

## WHAT TO WEAR

To fully participate in all activities, children will need an extra set of clothes, close-toed shoes such as athletic shoes, and a coat if applicable. Depending on the activity and/or weather, additional clothing may be required.

Although we take precautions to protect your child's clothing, Launch recommends that children are not sent in clothing that families have concerns about being stained or damaged. Launch is not responsible for replacing damaged clothing.

## TECHNOLOGY

At Launch, we understand that playing video games and talking or playing on cell phones are activities that children enjoy. However, we do ask that all electronics be left at home. At Launch, we provide enriching experiences with children that involve small and large group interactions. Please leave electronics at home unless specified by your child's program. The use of electronic devices is permitted at the program during designated times only.

Launch is not responsible for lost or damaged items.

## CELL PHONE USE:

Launch does not permit the use of cell phones by children while in our program.

Families will be given the main phone number to the site and directed to use this number to contact their children.

If parents/guardians decide to send a cell phone with their child, cell phones should be kept in backpacks. If cell phone use becomes a problem throughout the day, the cell phone will be held until the parent/guardian arrives to pick up the child at the end of the day. Launch is not responsible if a phone is lost or stolen.

Launch teachers periodically use tablets to take classroom observations and photographs. Photos will only be taken of children that have a signed photo release statement. Please see the registration packet for the photo release statement.

# Meals and Food Services

## MEALS AND SNACKS

We offer nutritious meals and snacks in our programs. Our menus are based on the specifications of the USDA Food Program. Meals are offered four times daily; once in the morning for breakfast, midday for preschool lunch, and twice in the afternoon for a snack and a late evening snack. If your child has special dietary needs, please contact the Site Manager to arrange for special snacks. A Dietary Supplemental Form may be required. Menus will be posted monthly.

### **Preschool students will be required to bring their lunch from home.**

As a component of lunches and snacks, Launch will provide milk through Smith Brothers. If your child has any dietary restrictions around milk, please let your Program Site Manager know prior to the first day of school.

## MEALS FROM HOME

**Packed lunches from home are required for early preschool, preschool age students, on full days for school-age students, during the summer, and all year round for field trips.** In order to ensure food safety, any remaining food will be discarded after 24 hours. When bringing packed lunches, please be sure to:

- Label the lunch with the child's first and last name
- Please place on the label the date the lunch was packed
- Label items that may be questionable (example: sun butter looks like peanut butter but is not made from nuts)
- Include a cooling pack to keep lunch at correct temperature
- All Launch locations are NUT FREE. NO EXCEPTIONS

Please do not send soda, candy, gum, or other non-nutritious items to Launch. These items will not be consumed at Launch and will be sent home. A nutritionally balanced lunch must include protein, a fruit or vegetable, grain, and dairy. In the event that a lunch is not nutritionally balanced, Launch will provide supplemental food and notify the family. We cannot heat lunches. If a family forgets to bring a lunch for their child, a lunch will be provided for the child. If this becomes a reoccurring problem, the Site Manager will discuss with the family alternatives for lunch options.

Launch is a Nut-Free Zone and products containing Peanuts are prohibited.

## EATING TOGETHER AT LAUNCH

Children eat in a family style where they are encouraged to serve themselves and interact with one another and the staff. While COVID-19 restrictions are in place, adaptations will be made to the style of mealtimes to ensure safety and hygiene for our children and staff. Meal times are an excellent opportunity for learning about community, responsibility, and taking care of one's environment. Children engage in this by helping to clear the table, dispose of dishes properly, wiping down their personal space, and helping their neighbors to do the same.

## FOOD AND CELEBRATIONS AT LAUNCH

If you would like to provide special foods to share for a celebration during programming, please provide store-bought foods rather than homemade. This is to maintain health and safety practices in licensed programs. For potluck family events: If your potluck dish is homemade, please bring a list of ingredients to the event.

# Payment Information

## TUITION AND FEES

An annual registration fee per child is payable at the time of registration and is non-refundable.

Prepayment for care is always required at Launch. Tuition for the entire month is due on the 1st day of the month, prior to the month of care provided, including during the summer months (tuition for camps beginning in June is due June 1st, tuition for camps beginning in July is due July 1st, and tuition for camps beginning in August is due August 1st). A late fee of \$10 will be imposed on any payments received after the 5th of the month. Launch will discontinue care for any child with unpaid tuition after the 8th of the month. Payment for extended care (i.e., early dismissal, break care/full days, and drop-in care) must be prepaid also.

The first child in a family is full price. A sibling discount of 10% is granted to all additional children in the family. The sibling discount applies to base tuition only and is applied to the child(ren) with the lowest tuition.

Tuition may be paid online via [MyProcure](#). Payments can be also made via PayPal (visit <http://www.launchlearning.org/> and click on "Pay Bill"). If you use PayPal, please include your child's name, the amount, and a description of what you are paying e.g., "May tuition"). We urge families to pay using MyProcure, as PayPal may be discontinued as a payment method in the future.

If you prefer, you may pay by check or money order. Checks or money orders may be mailed or delivered to our main office at 3401 Rainier Ave. S., Suite A, Seattle, WA 98144. Launch is not responsible for any checks or money orders sent via the U.S. mail that are not received. Money orders should be dropped off if at all possible. Credit/debit card payments are also accepted by calling 206.726.7972.

Launch sends monthly tuition statements by email. All families are asked to provide Launch with a current email address and to notify Launch of any changes in email addresses. Our strong preference is to email statements but if receiving statements by email presents a hardship to you, please contact the Launch Finance Department to make alternate arrangements at [Finance@Launchlearning.org](mailto:Finance@Launchlearning.org).

A \$20 fee will be assessed for non-sufficient fund (NSF) checks and payment by money order or credit/debit cards will be expected for all future payments.

Launch's preschool programs are part of the Seattle Preschool Program. Our preschool calendar generally follows the same calendar as Seattle Public Schools. Tuition for 8am to 2pm on regular school days is paid directly to the Seattle Preschool Program. Tuition for before and after preschool, school closure days, and summer programs is paid directly to Launch.

School year tuition is divided into ten equal monthly payments and does not include summer camp. 100% tuition will be charged September through June. Winter Break, Mid-Winter Break and Spring Break months are not discounted and are optional for an additional fee. June tuition may or may not be discounted depending on when the school year ends.

For any questions related to tuition and payments, you can contact us at [Finance@Launchlearning.org](mailto:Finance@Launchlearning.org).



## SUMMER PROGRAM TUITION AND CANCELLATION POLICY

For school-age children during the summer, full camp tuition is charged each week. Tuition is not pro-rated for four-day weeks due to holidays, Launch professional days, or other closures. Families may elect to attend for less than the full week, but tuition will not be pro-rated. We do not offer a daily drop-in rate during the summer. If you wish to make a schedule change or cancel a week of camp, you must notify your Site Manager in writing or via email no later than one week prior to the start of camp. If we do not receive written/email notification by the deadline, you will be responsible for full tuition for the entire week of camp.

## NON-SCHOOL DAYS

Launch provides optional care on in-service days, early dismissal, and other school closure days. Optional care for in-service days and other school closure days is provided for an additional fee to be paid in advance of the care. Not all Launch locations will be available, and specific location availability will be communicated to families in advance. Optional early dismissal care may or may not be part of your regular tuition and may require an additional fee to be paid in advance of the care. Drop-in care is also available at an additional fee to be paid in advance of the care.

## TUITION ASSISTANCE

Launch realizes the importance of high-quality early childhood education and care for all children. Mindful of the financial strain that tuition may place on a family's budget, Launch offers Tuition Assistance to those families who financially qualify. We review each Tuition Assistance application on a case-by-case basis, with consideration for special circumstances, and we encourage you to apply if you feel that Tuition Assistance would provide the assistance your family needs to thrive.

Funds are available to those who qualify on a first-come, first-served basis. Each summer and school year period, families must reapply for tuition assistance. Amounts will remain constant, unless the child's schedule has been reduced or funding is received from the State, City or other agency. Tuition assistance is not guaranteed and Launch reserves the right to discontinue tuition assistance at any time.

Complete the Tuition Assistance application with all necessary information, and once the required items (including proof of income documentation) are received and evaluated, applicants will receive a determination letter or email regarding their tuition assistance request.

*"The program – mixing structure and free time – is fantastic, and it is affordable. I know my child will be safe and will continue her learning day when she is at Launch."*

*– Launch Parent*



## SUBSIDIES

Your co-payment amount is determined by the organization providing funding (DSHS, King County, City of Seattle, etc.) and is subject to change. You are responsible for the payment of care not covered by the funding source, and your copayment must be paid in advance, due on the 1st of each month.

Launch's Tuition Assistance Team will work with families to set up a plan for acquiring subsidy coverage while the child begins attending programming per Launch's discretion. Families must complete application for external subsidies in the agreed upon timeline in order to continue receiving Tuition Assistance while the subsidy application is in process. You must be allocated full-time hours from your subsidy organization to get full-time care during school breaks, in-service days, other school closure days, and summer camp. If you are only allocated half-time care, your child may only attend half days, or you would be responsible for paying the difference. Subsidies can be adjusted for full-day programs if needed by families during breaks and summer. For city subsidy families, additional fees for school-age care will be charged during school breaks and may be charged for in-service days and other school closure days.

Absences may not exceed the amount allowed by the funding organization (DSHS, King County, City, Families, Education, Preschool & Promise Levy, etc.). The number of absences allowed is subject to change based on the funder's guidelines. Because Launch receives little or no funding for students with excessive absences, we will counsel families to help improve attendance and dis-enroll students with continued excessive absences if necessary.

Launch will notify DSHS/King County/City of Seattle if notice of schedule change or termination of care is not given or if families leave Launch with unpaid co-pays.

## CANCELLATIONS, SCHEDULE CHANGES, AND LATE FEES

Account credit or refunds are not given for sick days, health/safety-related days, snow days, weather-related safety concerns, natural disasters or other unscheduled absences, subject to decisions by the Senior Director of Programs and the Senior Director of Finance.

Launch does not issue refund checks. If you cancel your child's participation in an upcoming program for which you have already made payment, we will issue credit on your account to be used towards future tuition for any Launch services. Credit will not be issued unless a Schedule Change Form is submitted, or adequate notice is given by the required deadline (see below). If a family still has an unused credit after their youngest child reaches middle school age, the credit will be donated to Launch's Tuition Assistance program.

For schedule changes/cancellations during the school year: If you wish to make a schedule change or cancel childcare needs, submit a Schedule Change Form to your Site Manager no later than the 20th of the month preceding the change. You will be responsible for the full tuition for the following month unless you submit your Schedule Change Form by the 20th of the current month. Please see the summer program section above for summer cancellation policies.

Children must be picked up by the end of their scheduled day (example by 6:00pm for a child signed up for 8:00am to 6:00pm and by 2:00pm for a child up for 8:00am to 2:00pm).

As is standard among childcare providers, late pick-up fees are charged. Beginning at 6:01pm (or 2:01pm or one minute after whatever time the schedule ends), a \$5.00 late charge will be assessed for the first 1-5 minutes and then \$1.00 for every minute thereafter.

For Non-School Days such as School Closures, Non-SPP Days and Break Days, to cancel you must give at least one day notice to your Site Manager to receive credit on your account. The only exception is if you cancel without giving us advance notice. Full tuition is charged if you register for a closure day, but do not let us know you will not be attending at least the day before, this includes all absences (vacation, alternative care, family in town, sick days, etc.).

**Please note Early Preschool families must give 30 days PRIOR WRITTEN NOTICE to withdraw by the 1st of the month proceeding the change**

### **SPECIAL CIRCUMSTANCES**

Exceptions to any financial policies in the form of written proposals will be considered if submitted to the Finance Department in advance at [Finance@Launchlearning.org](mailto:Finance@Launchlearning.org), or to call with questions 206.649.7379 The Finance Manager consults with the Senior Director of Finance, as well as the Senior Director of Programs as needed, for exceptions.

## Where we are located

Proud to be serving Children and Families at the following Seattle & Renton Locations:

Beacon Hill International School  
2025 14th Avenue S, Seattle, WA 98144  
206.328.7475  
[beaconhill@launchlearning.org](mailto:beaconhill@launchlearning.org)

Cascade Vista  
16906 116th Ave SE, Renton, WA 98058  
425.22.4470  
[cascade@launchlearning.org](mailto:cascade@launchlearning.org)

Delridge Community Center  
4501 Delridge Way S, Seattle, WA 98106  
206.397.3327  
[dcc@launchlearning.org](mailto:dcc@launchlearning.org)

Hawthorne Elementary  
4100 39th Avenue S, Seattle, WA 98118  
206.725.2252  
[hawthorne@launchlearning.org](mailto:hawthorne@launchlearning.org)

Highland Park Elementary  
1012 SW Trenton St, Seattle, WA 98106  
206.767.4906  
[highlandpark@launchlearning.org](mailto:highlandpark@launchlearning.org)

Kimball Elementary  
3200 23 Av S, Seattle, WA 98144  
206.725.9738  
[kimball@launchlearning.org](mailto:kimball@launchlearning.org)

Leschi Elementary  
135 32nd Avenue, Seattle, WA 98122  
206.323.9465  
[leschi@launchlearning.org](mailto:leschi@launchlearning.org)

Maple Elementary  
4925 Corson Avenue S, Seattle, WA 98108  
206.768.2480  
[maple@launchlearning.org](mailto:maple@launchlearning.org)

Madrona Elementary  
1121 33rd Avenue, Seattle, WA 98122  
206.709.8887  
[madrona@launchlearning.org](mailto:madrona@launchlearning.org)

Miller Annex  
301 20th Avenue E, Seattle, WA 98112  
206.227.6736  
[miller@launchlearning.org](mailto:miller@launchlearning.org)

Montlake Elementary @ John Marshall  
520 NE Ravenna Blvd, Seattle, WA 98115  
206.323.8299  
[montlake@launchlearning.org](mailto:montlake@launchlearning.org)

Rainier Community Center  
4600 38th Ave S, Seattle, WA 98118  
206.453.5966  
[rcc@launchlearning.org](mailto:rcc@launchlearning.org)

Sanislo Elementary  
1812 SW Myrtle St., Seattle, WA 98106  
206.763.5910  
[sanislo@launchlearning.org](mailto:sanislo@launchlearning.org)

### COMPANY INFORMATION

**Launch** | [www.launchlearning.org](http://www.launchlearning.org)  
3401 Rainier Ave S, Suite A  
Seattle, WA 98144  
Tel 1.206.726.7972  
Fax 1.206.726.1318

# Information Guide Acknowledgement Form

I, the undersigned, acknowledge that I have received a copy of the Family Information Guide for Launch. I understand that the Family Information Guide is neither a contract nor a legal document, and I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Family Information Guide.

In addition, I understand that the contents of the Family Information Guide are subject to change. I acknowledge that the Family Information Guide will be revised in accordance with the rules or regulations of city, state, and accrediting entities, best practices for Launch as a service provider, or at the discretion of the Board of Directors. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Family Information Guide.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Family Information Guide, which will be posted on the Launch web site at <https://www.launchlearning.org>. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Family Information Guide upon request to the Site Manager.

Moreover, I recognize that it is my responsibility to contact the Site Manager for any questions I might have about the contents of the Family Information Guide now and in the future.

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Guardian Name (Print)

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Guardian Signature Date

Hard copy of Parent Handbook Provided:

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Launch Representative - Signature

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Child Registered in Program (1) Child Registered in Program (2)

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