



2023-24 Family Information Guide: Cascade Vista Addendum

Unless otherwise stated below, the Launch Family Information Guide is the primary document for family's reference on program policies and procedures.

Hours and Program Availability

PROGRAM HOURS

Start time may vary depending on program location

School-Age Before School: 6:00am – Beginning of Day Bell

School- Age After School: End of Day Bell – 6:30 pm

Summer and Break Full Day Care: 6:00 am – 6:30 pm

Preschool: 6:00 am – 6:30 pm

Please note that the Department of Youth and Families (DCYF) recommends that children spend no more than 10 hours in childcare per day. You can read more about this [WAC here](#). If a family needs additional hours of care, they should work directly with the Program Site Manager to establish an agreed upon schedule.

There will be additional charges for non-school days. Prepayment is required. This includes

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

PROGRAM CLOSURE DAYS

Launch Programs are closed for the following holidays. If a holiday falls on a weekend, Launch programs will be closed for the preceding or following day:

- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day (beginning in 2024)
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Week between Christmas and New Years, dependent on the Renton School District calendar
- Floating Holiday TBD

Launch closes for Staff Professional Development intermittently throughout the year. Dates may include days before summer and days before school begins. Other dates vary due to Renton School District's calendar as well as Launch's internal Program Calendar. All of our Professional Development closures will be communicated on a yearly basis.

LATE PICK UP POLICY

Launch @ Cascade Vista closes promptly at 6:30 pm. Beginning at 6:31pm, 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 by 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.

WEATHER RELATED CLOSURES

Launch @ Cascade Vista follows the Renton School District schedule for hazardous weather; this means if Renton School District Schools are closed, Launch will be closed as well. If Renton School District Schools open one or two hours late, Launch will follow the same schedule. Launch will be closed in the event that Renton School District 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 Renton School District 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.

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), City of Seattle property and Church 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 or the Church.

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.

Early Learning – Preschool

The Launch instructional framework focuses on building the necessary skill set for a smooth transition into kindergarten. Launch believes that an 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.

DAILY ROUTINE

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

- After morning recess, 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.
- 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.
- Reflection Time is an activity time for reflection. After children clean up from table-top 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.

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, 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 [TuitionExpress](#) or PayPal (visit <http://www.launchlearning.org> and click on "Pay Bill." Please include your child's name, the amount, and a description of what you are paying e.g., "May tuition"). 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. 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.

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.

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. June tuition may or may not be discounted depending on when the school year ends. Contact finance if you need to arrange a payment plan.

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. 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.

SUBSIDIES

Your co-payment amount is determined by the organization providing funding (DSHS, King County, 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, etc.). The number of allowed absences 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 if necessary, dis-enroll students with continued excessive absences.

Launch will notify DSHS/King County 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 Director of Program Services, Chief Program and Strategic Officer, Chief Financial & Administrative Officer and CEO.

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, you must submit a Schedule Change Form to your Site Manager no later than the 20th of the month proceeding 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 summer program section above for summer cancellation policies.

As is standard among child care providers, late pick-up fees are charged. Beginning at 6:31pm, 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 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.).

Exceptions to these policies in the form of written proposals will be considered if submitted to the Site Manager or Finance Department in advance. The Finance Manager must approve all payment arrangements.

“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



