# Parent Policy Handbook

## Pomme de Pin preschool

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## Non-Discrimination Statement

At Pomme de Pin, every child and family is welcomed with respect, care, and openness. We are committed to creating an inclusive environment where all children feel safe, valued, and supported in their growth.

We serve families without discrimination based on race, color, national origin, language, culture, religion, gender, gender identity, family structure, or ability.

We honor each child as a unique individual and adapt our care to meet their developmental, cultural, and emotional needs. We work in partnership with families to ensure that every child is supported with dignity, kindness, and understanding.

Children with diverse abilities are welcomed in our program. We make reasonable accommodations to support their participation, in collaboration with families and specialists when needed.

Our goal is to nurture a small, respectful community where differences are embraced, and every child can belong, explore, and thrive.

## Daily Rhythm & Consistent Care

We believe that consistent care and predictable routines are essential to early childhood development. A stable, responsive environment helps children feel safe, secure, and confident, allowing them to fully engage in learning and relationships.

Our approach is built on the following key elements:

### Predictable routines

Our daily rhythm is thoughtfully designed to provide a balance of structure, consistency, and flexibility. Predictable routines help children understand what to expect, support smooth transitions, and reduce stress throughout the day.

Each day includes a combination of guided learning experiences, independent exploration, and group activities such as circle time, outdoor play, meals, rest, and free play.

These routines support all areas of development, including social-emotional growth, independence, language, cognitive, and motor skills.

While maintaining consistency, we remain responsive to the needs of the group, creating a calm and engaging environment where children can thrive.

### Stable relationships

Children are cared for by familiar educators, allowing them to form trusting relationships that support emotional and social development.

### Clear and respectful guidance

Consistent, age-appropriate expectations help children understand boundaries and feel secure in their environment and interactions.

### Individualized support within the group

While maintaining a consistent structure, we adapt our approach to each child's temperament and developmental pace.

### Partnership with families

We maintain open communication with families to ensure continuity between home and school and to support each child's overall well-being.

# Program Days and Hours of Operation

Our preschool operates on a school-year schedule from September through June.

## Days and Hours of Operation

The program is open:

- Monday through Friday
- Hours: 8:30 am to 3:30 pm
- Extended care hours: 7:00 am to 8:30 am and 3:30 pm to 5:00 pm
  For licensing and supervision reasons, children may not be dropped off before 8:30 a.m. unless they are enrolled in the Early Care program.

## School Year Calendar (2026–2027)

### First and Last Day of School

- First day of school: **September 1, 2026**
- Last day of school: **June 18, 2027**

### School Closures and Holidays

The program will be closed on the following dates:

- **Labor Day:** September 7, 2026
- **October Break:** October 9–13, 2026
- **Thanksgiving Break:** November 26–27, 2026
- **Winter Break:** December 21, 2026 – January 1, 2027
- **Martin Luther King Jr. Day:** January 18, 2027
- **Mid-Winter Break:** February 15–19, 2027
- **Spring Break:** April 5–9, 2027
- **Memorial Day:** May 31, 2027

Families will be informed in advance of any additional closures or schedule changes.

### Optional Enrichment Programs

In addition to our regular school-year program, we may offer optional enrichment opportunities for enrolled and/or external families, such as:

- Saturday morning classes
- Parent-child classes
- Camps during school breaks or summer

These programs may have separate schedules, enrollment, and tuition. Families will receive detailed information in advance when these programs are offered.

# Enrollment Policy

## Enrollment Requirements

To ensure the safety, well-being, and proper care of all children, families must complete all required steps before a child may begin attending the program.

### Required Documentation

Prior to the first day of attendance, families must provide:

- Completed Enrollment Form (which includes child and family information, contact details, and general background information)
- Health History Form (includes medical history, allergies, and any relevant health information)
- Emergency Contact & Authorized Pick-Up Form
- Emergency Medical Consent Form that authorizes the program to seek emergency medical care if needed
- Certificate of Immunization Status (CIS) (medically verified)
- Individual Care Plan (ICP), required for allergies, medical conditions or special health needs, must include healthcare provider instructions.
- Medication Authorization Forms, required for any medication administered at the program.
- Photo and media permission form
- Signed acknowledgment of the Parent Policy Handbook

To maintain accurate records, families are responsible for updating contact information (phone numbers, addresses, emergency contacts) as needed, providing updated medical information or care plans when changes occur, renewing or updating medication authorizations before expiration, ensuring immunization records remain current in accordance with state requirements.

Failure to maintain current and accurate records may result in temporary suspension of care or disenrollment.

All child records are kept confidential and securely stored. Information is only shared with authorized staff or regulatory agencies when required. Records may be reviewed by licensing representatives from the Washington State Department of Children, Youth, and Families as part of compliance monitoring.

### Child Readiness Requirements

The program accepts children 2.5 years and older.

Children are expected to be toilet trained and able to participate in toileting routines with minimal assistance. Occasional accidents are expected and handled respectfully. However, repeated toileting accidents that indicate a child is not yet fully independent may result in a temporary pause in attendance until readiness is established.

Children must also be able to participate safely and appropriately in a group setting, including following basic routines and responding to adult guidance.

## Fees and Payment Policy

### Annual Tuition Commitment

Tuition rates are outlined in the program's current tuition schedule and enrollment agreement. Enrollment at Pomme de Pin Preschool is a commitment for the full academic year (September through June). Tuition is annual and reserves your child's place in our small, limited-enrollment program.

Tuition covers daily care and supervision, morning and afternoon snacks, and all program activities and curriculum.

Tuition is based on enrollment and not attendance. No refunds or credits will be issued for absences, holidays, or closures, unless otherwise specified.

### Payment Schedule

Tuition is due monthly and must be paid in advance of care, no later than the 5th of each month.

Accepted payment methods include: Zelle, ACH transfer, or check.

### Additional Fees

- **Registration Fee:** A non-refundable fee of $100 is due at enrollment.
- **Late Pick-Up Fee:** A fee of $2 per minute will be charged for any pick-up after program closing time.
- **Enrollment deposit:** A deposit of half a month of tuition is required to secure enrollment. This deposit is non-refundable and will be applied toward the child's final tuition payment, provided that the required notice of withdrawal is given. If proper notice is not provided, the deposit will be forfeited.
  The deposit may not be used in place of regular tuition payments during enrollment.
- **Returned Payment Fee:** A fee of $35 will be charged for any returned or declined payment (including insufficient funds, chargebacks, or failed transactions). Payment must be replaced immediately with an alternative method.

### Late or Missing Payments

Timely payment is essential to maintain program operations. A late fee may be applied to overdue balances. If payment is not received, care may be suspended until the account is brought current. Continued non-payment may result in termination of enrollment.

We encourage families to communicate proactively if any financial concerns arise so we can work together toward a solution.

### Financial Commitment

By enrolling in the program, families agree to:

- Pay tuition on time and in accordance with the program's payment schedule
- Respect all financial policies outlined in this handbook
- Communicate proactively regarding any financial concerns

We ensure a transparent, respectful, and professional relationship with all families.

## Enrollment Confirmation

Enrollment is confirmed only when:

- All required documents are submitted
- The enrollment agreement is signed
- The first payment (tuition, initial registration fees and enrollment deposit) is received

# Disenrollment Policy

Disenrollment decisions are made when necessary to maintain a safe, respectful, and consistent environment for all children, families, and staff.

### Family voluntary disenrollment

Families are required to provide a minimum of 30 days written notice prior to withdrawal. Tuition remains due during the notice period, whether or not the child attends. This policy allows the program to maintain consistent staffing, ratios, and quality of care for all children.
If the required 30-day notice is provided, the enrollment deposit will be applied toward the final tuition period. If proper notice is not provided, the deposit will be forfeited.

### Program-initiated disenrollment

The program reserves the right to disenroll a child under the following circumstances:
Immediate disenrollment (no notice required)
The program may terminate enrollment immediately, without prior notice, in the following situations:

- Non-payment of tuition
- Repeated late pick-ups
- Failure to provide or maintain required documentation (including health, immunization, or enrollment records)
- Behavior that poses a safety risk to the child, other children, or staff
- Parent or guardian behavior that is threatening, inappropriate, or not in compliance with program policies

Disenrollment with notice (30 days notice required)
The program may initiate disenrollment with a minimum of 30 days written notice under the following circumstances:

- Ongoing inability of the program to meet the child's needs within the scope of care and available resources
- Lack of cooperation from families in following program policies and procedures
- Repeated violations of program policies, including but not limited to health, safety, attendance, or communication requirements

During the notice period, tuition remains due in full, whether or not the child attends. The enrollment deposit will be applied toward the final tuition period.

### Disenrollment Procedure

- Families will receive written notice outlining the reason and final date of care

- All outstanding balances must be paid in full prior to the child's last day of attendance
- Any outstanding balance remains due and payable after disenrollment.
- Records will be maintained as required by the Washington State Department of Children, Youth, and Families

## Sign-In and Sign-Out Policy

To ensure the safety, supervision, and accountability of all children in our care, the program follows strict sign-in and sign-out procedures in accordance with Washington State Department of Children, Youth, and Families requirements.

### Sign-In Requirements (Arrival)

Each child must be signed in by a parent or authorized adult at the time of arrival. Sign-in must include the child's full name, the time of arrival and the signature of the adult dropping off.
Children must be physically transferred to the supervision of a staff member before the parent leaves. Children may not be dropped off outside, at the door, or left unattended at any time.
Upon arrival, staff will conduct a brief daily health check as outlined in the Health Policy.

### Sign-Out Requirements (Departure)

Each child must be signed out by a parent or authorized adult at the time of pick-up. Sign-out must include the time of departure and the signature of the adult picking up.
Children will only be released to individuals listed on the Authorized Pick-Up Form.
Identification may be required if the individual is not recognized by the teachers.
For safety reasons, once a child has been signed out, they are considered no longer under the supervision of the program.

Accurate attendance records are maintained daily and used for: child supervision and safety, emergency evacuation procedures, licensing compliance.
Failure to follow sign-in/sign-out procedures may result in reminders, and repeated non-compliance may lead to further action.

### Authorized Pick-Up

Families must provide a list of authorized individuals permitted to pick up their child. Any changes to authorized pick-up must be communicated in writing. In emergency situations, verbal authorization may be accepted at the program's discretion, but identity verification will still be required.
Children will not be released to:

- Unauthorized individuals
- Individuals under the influence of drugs or alcohol
- Individuals who appear unable to safely supervise the child

### Late Pick-Up

Children must be picked up by the program's designated closing time. Late pick-up fees will apply as outlined in the Tuition & Payment Policy. If a child has not been picked up and the program is unable to reach a parent or emergency contact, appropriate authorities may be contacted in accordance with licensing requirements.

# Communication and Partnerships with Families

At Pomme de Pin, we believe that strong, trusting relationships with families are essential to a child's well-being. We value open, respectful, and ongoing communication, and we see families as partners in their child's experience.

## Daily Communication

### In-Person Connections

We value the daily moments we share at drop-off and pick-up.

- **Arrival:** A warm greeting and brief check-in to start the day.
- **Departure:** Brief updates on your child's day. We make a point to share "joyful moments," progress, and successes so you can celebrate these milestones with us at home.

### Email: Our Primary Tool

For non-urgent matters, email is our central hub for:

- **General Logistics:** Questions, field trip forms, or reporting absences.
- **Documentation:** Digital copies of injury reports are always sent via email for your records.

We respond to emails during working hours on the same day or the following business day.

### Phone Calls

We will call you immediately for urgent or sensitive situations, such as sudden illness, serious injury, or emergencies requiring an early pick-up.

### Scheduled Meetings

We will schedule an in-person meeting to discuss your child's needs or any important updates. We approach these conversations with care and collaboration, focusing entirely on supporting your child's growth.

## Monthly Newsletter

Our newsletter keeps you connected to the heartbeat of the classroom, including:

- **Curriculum Highlights:** What the students are learning, including photos and tips to support their discovery journey at home.
- **Important Dates:** Reminders of upcoming events, holidays, and program updates.

## Progress Reports & Conferences

We provide report cards twice a year, covering academic, social, and emotional development. We hold parent-teacher conferences, which are dedicated opportunities to discuss each child's progress and ensure a consistent and collaborative approach.

We support the healthy development of each child and recognize the importance of early identification of developmental milestones. Families are informed about the value of developmental screenings for children from birth through age five, as these screenings can help identify areas where additional support may be beneficial.

Upon enrollment and annually, families are provided with information on how to access developmental screening services. While formal developmental screenings are not conducted on-site, we are available to share information and guide families toward appropriate resources. These may include local school districts, healthcare providers, early intervention programs, and other qualified specialists.

We maintain open communication with families regarding each child's development through daily interactions, report cards provided twice a year, and parent-teacher conferences held three times annually. If any concerns arise, we will communicate them respectfully and work collaboratively with families to support the child's growth and success.

## Program Changes

- **Planned Changes:** (Schedules, policies, or events) will be communicated well in advance via email.
- **Unexpected Closures:** (Weather, illness, or emergencies) will be communicated as soon as possible via email and text message to allow you to make alternative arrangements.

## Administrative & Financial Communication

Invoices and administrative reminders are sent privately each month. Should a payment issue arise, we commit to contacting families respectfully and privately to find a solution that ensures the sustainability of our program.

## Family Involvement & Community

Our goal is to build a small, supportive community where every family feels seen and heard. We invite you to engage with us by:

- Staying Curious: We encourage you to ask your child about their day and use our curriculum tips to extend their learning at home.
- Participating in Special Moments: We love welcoming families for story readings, cultural celebrations, and our afternoon pick-up socials.
- Open Dialogue: Our door is always open for questions and conversations that help us better understand your child.

# Curriculum Philosophy

We believe that children are naturally curious, capable, and motivated learners who develop best through meaningful experiences, relationships, and exploration.
Our philosophy is rooted in a **play-based, language immersion, and child-centered approach**, where learning happens through **active engagement with the world.**

## How children learn

We believe that children learn best when they are:

- **Actively engaged** in hands-on, meaningful experiences
- **Emotionally safe and supported**
- **Free to explore, question, and experiment**
- **Learning through play**, which supports cognitive, social, and emotional development

Play is essential to learning, as it allows children to explore ideas, solve problems, develop language, and build social skills in a natural and motivating way.

## Language immersion philosophy

We believe that language is best acquired naturally, just as children learn their first language. Children are immersed in French throughout their daily experiences—through play, routines, conversations, music, and storytelling—allowing them to:

- Develop language through listening first, then speaking
- Build confidence through repetition and meaningful use
- Connect language to real-life contexts and experiences

Research shows that immersion environments help children develop strong language skills, cognitive flexibility, and problem-solving abilities, while also fostering cultural awareness and empathy.

## Connection to nature and exploration

We believe that children learn deeply through exploration of the world around them. We provide regular opportunities for children to engage with nature, observe their environment, and ask questions about how things work. Through hands-on experiences such as outdoor play, sensory activities, and simple scientific investigations, children develop curiosity, critical thinking, and problem-solving skills. These experiences support early scientific thinking by helping children form hypotheses, notice patterns, and understand cause and effect.

## Whole-child development

Our curriculum is inspired by the educational framework of the French Ministry of Education and is carefully aligned with Washington State kindergarten standards.
Our curriculum supports the development of the whole child, including:

- **Language and Communication**

Children develop oral language through constant exposure, interaction, storytelling, and meaningful repetition in everyday activities, building strong foundations for early literacy.

- Mathematical Thinking and Early Concepts
  Children are introduced to foundational math concepts through hands-on experiences, including counting, sorting, patterns, number recognition, and problem-solving.
- Fine Motor Development and Writing Readiness
  Activities such as drawing, cutting, and manipulation of materials support coordination and prepare children for writing.
- Social and Emotional Development
  Through collaboration and guided interactions, children learn to express emotions, build relationships, and regulate their behavior.
- Cognitive Development and Inquiry
  Children engage in curiosity-driven exploration, asking questions, testing ideas, and developing critical thinking skills.
- Independence and Confidence
  We encourage children to make choices, take initiative, follow routines, and develop a strong sense of self.
- Connection to Nature and Environment
  Nature-based experiences support observation, creativity, and a deeper understanding of the world.

## How this philosophy is implemented

In practice, this philosophy is implemented through:

- A structured yet flexible daily routine that supports security and exploration
- Intentional teaching that guides, supports, and extends children's learning
- Language immersion integrated into every part of the day
- Play-based learning centers and hands-on activities
- Opportunities for collaboration, creativity, and independent discovery

Teachers act as guides and facilitators, creating meaningful learning experiences and supporting each child's individual development.

## Preparing Children for Kindergarten

At Pomme de Pin Preschool, we are an educational program with a structured curriculum designed to support each child's development and prepare them for a successful transition to kindergarten. Our curriculum is at the heart of our program and intentionally builds the foundational skills children need to grow with confidence, independence, and curiosity.
We support families by sharing insights and guidance to help children transition confidently to kindergarten. We encourage open communication and welcome questions at any time.
Our goal is to make the transition to kindergarten a positive, meaningful, and exciting experience for both children and their families.

## Cultural Awareness and Inclusion

At Pomme de Pin Preschool, we value and celebrate the diversity of the families in our community. We are a non-religious program and do not promote any specific belief system. Instead, we create an inclusive environment where children are exposed to a variety of cultures, traditions, languages, and perspectives in a respectful and educational way.
Throughout the year, children engage in activities that encourage curiosity, openness, and appreciation for others. These experiences may include stories, music, art, and discussions that reflect the diverse backgrounds of our community and the world around us. Cultural and seasonal celebrations are approached as opportunities for learning and connection, without religious instruction or practice.
Our classroom reflects and honors each child's identity. We encourage children to share their experiences and backgrounds in ways that feel comfortable to them, fostering a sense of belonging and mutual respect.
Families are welcome to participate in classroom experiences by sharing a tradition, story, or cultural activity. Participation is always voluntary, and we respect each family's preferences.
Our goal is to nurture open-minded, empathetic children who appreciate diversity and feel confident in their own identity.

# Students Daily Essentials

To support each child's comfort and participation in the program, families are asked to provide the following items. All items should be clearly labeled and maintained regularly to ensure your child's comfort throughout the day.

**A ready-to-eat lunch** that is ready to eat and does not require reheating, in accordance with our nutrition guidelines explained in the Health Policy.
We encourage families to send a reusable cloth napkin and cutlery as a simple gesture toward reducing waste and caring for the planet.
**A reusable water bottle**
**Spare clothing in a labeled bag:** Families must provide at least two complete changes of clothes, including underwear, socks and seasonal-appropriate clothing.
**Weather-appropriate clothing:** Children must arrive each day dressed appropriately for outdoor play (coat, rain gear, boots, hat, etc., depending on the season).
**A pair of indoor shoes**
**A comfort item for rest time** (small blanket or soft toy)
**A small backpack** suitable for carrying daily items.

# Child Guidance Policy

## Our approach

We believe that children learn best in a safe, respectful, and nurturing environment. Our approach to guidance is rooted in respect for each child's individuality, emotional development, and cultural identity.

We use positive, developmentally appropriate guidance strategies that support children in building self-regulation, confidence, and social skills. In alignment with Washington State Department of Children, Youth, and Families requirements, discipline methods must promote self-control, self-direction, and self-esteem.
Our approach includes:

- Modeling respectful behavior and language
- Teaching emotional awareness and helping children express feelings appropriately
- Redirecting behavior toward positive alternatives
- Offering choices to encourage autonomy
- Using natural and logical consequences
- Supporting problem-solving and conflict resolution
- Preventing challenging behaviors through structured routines and engaging environments

Our goal is to guide and support each child's emotional and social development. Our guidance approach reflects our commitment to help children grow confident, curious, and compassionate individuals.

## Safety and emergency response policy

Our priority is to maintain a safe and supportive environment for all children.
Physical restraint (use of physical force to control a child's body or limit a child's movement) is never used as a form of discipline or punishment. It may only be used in rare emergency situations when a child's behavior poses an immediate risk of serious harm to themselves or others, and only for the time necessary to ensure safety.
If such a situation occurs, families will be notified as soon as possible, the same day, and a written incident report will be provided.
Our approach focuses on prevention through supportive guidance, strong relationships, and a structured environment.

## Prohibition of corporal punishment

Corporal punishment is strictly prohibited in our program.
Corporal punishment refers to any physical act intended to cause discomfort or pain as a form of discipline, including but not limited to: spanking, hitting or slapping, shaking, forcing uncomfortable positions.
While Washington State law allows parents to use "reasonable and moderate" physical discipline in some circumstances, licensed childcare providers are prohibited from using physical punishment or any humiliating, frightening, or abusive discipline methods.
We do not allow:

- Physical punishment of any kind
- Verbal abuse, threats, or humiliation
- Withholding of basic needs (food, rest, comfort)
- Any form of discipline that causes fear or shame

We provide a safe, respectful, and emotionally supportive environment for every child.

## Expulsion policy

We are committed to supporting every child's success and will make every reasonable effort to meet each child's needs. Expulsion is considered only as a last resort after all reasonable interventions have been attempted.

**Steps before expulsion:**

- Observation and documentation of behaviors
- Communication with families
- Development of a support plan
- Collaboration with specialists or early intervention services when appropriate
- Adjustments to the environment or teaching strategies

**Reasons a child may be removed from care:**

A family may be asked to withdraw their child if:

- The child's behavior poses a serious and ongoing safety risk to themselves or others
- The program is unable to meet the child's needs despite reasonable accommodations
- Required documentation (health, safety, enrollment) is not provided
- Repeated failure to follow program policies after communication and support
- Non-payment of tuition or fees
- Family behavior that is threatening, unsafe, or not aligned with program values

Whenever possible, we will provide advance notice and support the family with referrals to other services or programs. We will work collaboratively toward a respectful transition.

# Care for Children with Special Needs

At Pomme de Pin, we welcome children with diverse needs and abilities and we create an inclusive, respectful learning space where each child is supported as an individual. We work in close partnership with families to understand each child's unique needs and to provide appropriate care, accommodations, and support.

We carefully consider each child's needs and the environment we can offer. When a child requires a level of care or support that goes beyond what we can safely provide within our setting, we will work with families to help identify a program that may be better suited to support their child.

## Medical needs

**Individual Care Plan**

An Individual Care Plan (ICP) is required for any child with a medical condition (such as seizure, asthma, allergy…), or special health need. This written plan is developed in collaboration with families and is based on guidance from the child's licensed health care provider and any other plan provided by the family. The ICP outlines specific care instructions, including daily support, symptoms to monitor, and emergency procedures. Any supporting documents, such as an Allergy Action Plan or medication authorization, are incorporated into the ICP. This plan must be completed before care begins, kept up to date, and will be followed by all staff to ensure consistent and appropriate care.

### Collaboration with Families and Specialists

We value strong, respectful partnerships with families and recognize the importance of working together to support each child's well-being. We communicate regularly about each child's development, experiences, and emerging needs. When appropriate, we welcome collaboration with outside specialists (such as speech or occupational therapists) to ensure continuity of care. We thoughtfully adapt our environment and routines as needed, making reasonable accommodations to support each child's full participation in daily activities.

### Staff Awareness and Medication Access

All staff are informed of each child's specific health needs, including known triggers, early warning signs, and the appropriate response steps as outlined in the child's Individual Care Plan. This ensures a timely and consistent response in any situation. Any prescribed medications are kept readily accessible at all times, with proper authorization and in accordance with licensing requirements, so they can be administered safely if needed.

## Emotional and Behavioral Support

We recognize that some children may experience strong emotions or need additional support with regulation. We respond with care by creating a calm and safe environment, offering gentle and consistent guidance, and helping children gradually learn to identify and express their feelings. Through reassurance and co-regulation — staying close, using a calm voice, and providing comfort — we support each child in developing a sense of security and self-awareness. When needed, we thoughtfully adjust the environment or daily rhythm to better meet a child's needs. If concerns persist, we communicate with families in a respectful and collaborative way to share observations and develop consistent strategies together. When appropriate, we may also suggest additional support or resources to further support the child's well-being.

## Food Allergies and Special Dietary Needs

For any child with a known food allergy, a written Individual Care Plan (which incorporates the signed health care provider's medical instructions) must be on file. This plan must include a list of triggers, symptoms of an allergic reaction, and emergency treatment steps (e.g., EpiPen instructions). We also respect and accommodate dietary restrictions based on religious or philosophical beliefs when these needs are specified on the child's Enrollment Form.

A list of all children's allergies is posted in the food preparation area and in each classroom (visible to staff but protected from general public view).

Staff are trained to recognize signs of anaphylaxis and are certified in First Aid/CPR.

To prevent cross-contamination, we strictly enforce a "No Food Sharing" policy among children. Foods are monitored carefully to prevent exposure.

In the event of an allergic reaction, staff will follow the child's Individual Care Plan, administer medication as prescribed, contact emergency services if needed, and notify the family immediately.

# Photo, Video, and Media Consent Policy

We respect each family's privacy and use photos and videos thoughtfully to document children's experiences.
Families are asked to indicate their preferences regarding media use at enrollment. We follow these preferences carefully and ensure that no images or videos of a child are shared without appropriate consent.
Photos and videos may be used for classroom documentation, communication with families, and program materials, depending on the level of permission granted.
Families may update their preferences at any time by providing a written request.

# Security Measures

## Family access during program hours

The safety of children is our top priority. Access to the program is limited to enrolled children, staff, parents or legal guardians, authorized pick-up individuals, and approved visitors. Identification may be required for anyone not recognized by staff.
Parents and guardians are welcome to visit during program hours; however, visits may be guided or limited to ensure safety and minimize disruption to the classroom environment.
Children are released only to individuals authorized in their file. The program reserves the right to deny access if safety, supervision, or program operations may be compromised.
We ask all visitors to follow program policies and respect the privacy of all children and families.

## Water Activities Policy

As part of our curriculum and connection to nature, children may occasionally participate in supervised water-based activities such as water tables, sensory play, or sprinklers. These experiences support exploration, sensory development, and enjoyment in a safe and structured environment. All water play is conducted in shallow water with close supervision at all times, and activities are designed to ensure each child's safety and comfort. For hygiene, all equipment is cleaned and sanitized before and after use, fresh water is used for each activity, and water is drained immediately afterward. Families may be asked to provide appropriate clothing or a change of clothes when water activities are planned. Please note that the program does not include swimming activities or visits to pools, lakes, or other off-site water locations.

## Transportation and Off-Site Field Trips

Our program does not provide transportation for children and does not transport children in personal or program vehicles.
Children will not be transported off-site for field trips, including trips to parks, schools, or other locations. All activities take place on-site at the preschool.
If occasional walks in the immediate neighborhood are ever considered, families will be notified in advance and being asked to sign an authorization form. Appropriate supervision and safety procedures will be followed in accordance with licensing requirements.

## Property Security Cameras

### Interior Privacy

There are no cameras inside the home. We do not use video monitoring or recording devices to observe children while they are indoors.

### Outdoor Security

For the safety of our property and the families we serve, outdoor security cameras are located at the exterior of the home.

- **Purpose:** These cameras are used for exterior security and property monitoring only.
- **Privacy:** They do not record any indoor activities or private spaces.
- **Supervision:** Security cameras are never used as a substitute for active, in-person childcare and supervision.

## Substance-Free Environment

To ensure a healthy and safe environment for all children, Pomme de Pin is a strictly substance-free property. The use, possession, or presence of the following is strictly prohibited on the premises (both indoors and outdoors) at all times, including during drop-off, pick-up, and special events: alcohol, tobacco and e-cigarettes (vaping), cannabis (in any form), illegal drugs. Our commitment to a tobacco-free environment includes all areas used by children, as well as any outdoor play spaces. We thank all families and visitors for helping us maintain a clean and healthy atmosphere for our students to grow and play.

# Mandated Reporting Responsibilities

The safety and well-being of every child in our care is our highest priority. In accordance with Washington State law and the requirements of the Washington State Department of Children, Youth, and Families, all early learning providers and program staff are mandated reporters.

This means that staff are legally required to report any reasonable suspicion of child abuse, neglect, sexual abuse, or maltreatment. Reports are made to the appropriate authorities, including Child Protective Services (CPS), without delay.

Mandated reporting is based on suspicion, not proof. Staff are not responsible for investigating concerns, but are required to report any situation that may place a child at risk.
All reports are handled in a confidential and professional manner, in accordance with state regulations. Families will be notified when appropriate; however, in certain situations, notification may not occur prior to a report being made, as required by law.
We ensure that we maintain a safe, protective, and supportive environment for all children, and we take our mandated reporting responsibilities seriously.

# Access to Program Policies and Information

At Pomme de Pin Preschool, we ensure transparency and foster open communication. Key program documents, including the Emergency Preparedness Plan and Health Policy, are provided to families at enrollment and remain available upon request at any time.
Additional information, including staff policies, liability insurance documentation, and other program materials, may be reviewed upon request in accordance with licensing requirements.
Snack menus are shared regularly through our website and may vary based on seasonal availability and program planning.
Licensing information, including inspection reports, is available to families upon request and may also be accessed through the Washington State Department of Children, Youth, and Families.

### Policy Updates

Pomme de Pin Preschool reserves the right to update or modify policies in this Family Handbook as needed. Families will be notified in writing of any changes. Continued enrollment constitutes acceptance of updated policies.

# Parent Acknowledgment

I have read and understand the Parent Policies Handbook.

Parent Name: _____ Signature: _____ Date: _____