

Parent Handbook

Dream Development Academy LLC

4806 W Van Giesen St

West Richland, WA 99353

509-420-4020

dreamdevelopmentacademy@gmail.com

Curriculum Philosophy

Dream Development Academy LLC's curriculum philosophy speaks to all age groups receiving services and is based on Washington State's early learning and developmental guidelines.

Social, Emotional, Cognitive, and Physical Development

Dream Development Academy, LLC, children learn through rich interactions and routines in an environment where they feel safe, secure, and accepted. Our early learning environment is designed to promote curiosity, conversations, and ongoing opportunities to develop socially, emotionally, physically, and cognitively. At Dream Development Academy, we strive to build relationships throughout the early years of a child's life. Children will develop socially and emotionally through rich interactions, open-ended questions, and acceptance. The indoor and outdoor environment is designed to explore and develop fine and gross motor skills that will promote social/emotional, physical, cognitive, language, and literacy development.

Early Learning and Focus Areas:

Dream Development Academy's focus with infants and toddlers is to play as much as possible on the floor, modeling language and skills as we identify objects and actions. We have materials

to explore at our fingertips and a responsive teacher to support learning and respond to each child's needs. As children from infancy to the early years of life will classify, stack, count, and use their bodies and movements in arithmetic, through songs and language examples to relate to other children. As we transition from toddlers to preschoolers, they learn how to identify their feelings, how to express the feelings, and navigate participation in group activities. As children transition to preschool, we often follow their interest in learning scaffolding by inserting props, asking open-ended questions, and identifying expanded learning opportunities. At Dream Development Academy, you will find an environment that will promote learning across domains by ensuring we have a home life center, dramatic play, construction area, art studio, quiet space to read, and a science area to explore. In all environments we provide tools for measuring and writing utensils for documenting and exploring ideas. In our care, we find that the mixed-age group environment lends itself to natural learning through each stage of development. While babies learn many skills and get support from preschoolers, preschoolers and school-age children often learn empathy, patience, and leadership skills. In all environments we provide tools for children to learn as they play.

Play and learn:

Children practice and reinforce their learning through play in their supportive environments that allow them to explore. Our teachers inspire learning through open-ended questions and supplemental materials that can expand learning opportunities.

Consistent relationships

All staff at Dream Development Academy, LLC are trained in our curriculum philosophy. A lead teacher or early learning provider should be given a regular schedule to plan and develop curriculum and activities. Planning can be done during break time, but all monitoring requirements must be met in accordance with WAC 110-300-0345.

Dream Development Academy, LLC also invites all the parents and guardians to contribute ideas to this education plan that will guide and enhance the development of all our children.

Hours of Operation and Closure Dates

Dream Development Academy, LLC, is open from 6 am to 6 pm

Dream Development Academy, LLC, is closed all Federal. We will post all closure dates at least 3 weeks in advance, so you have time to plan care. Holidays that we will be closed are Christmas Eve and Christmas Day and New Year's Eve and New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence, Labor Day, Veterans Day, Thanksgiving Day and the day after, Native American Heritage Day, Thanksgiving and the day after. If a holiday lands on a weekend the holiday will be observed on either the Friday before or the Monday after depending on which day is closer to the actual holiday. In the very unlikely event that multiple staff members become ill, or if there is an emergency in which the center will not open, and we need to stay closed. It is essential that families have a backup plan for childcare.

Fees and Payment Plans

Dream Development Academy, LLC, has chosen to charge a monthly flat rate for childcare. This rate will be based on your child's weekly rate multiplied by four weeks per month. That covers 48 weeks of childcare per year. Our holiday closure dates and two weeks of closed vacation time account for the other 4 weeks of the year.

Any additional time off that families take must still be paid for to maintain your child's spot. To avoid paying for your spot during your vacation you could align your vacation time with our scheduled closures.

There is help available for parents to help offset this fee. No child will be excluded from care for not being able to pay, however, arrangements will need to be made, and resources given to the family to help with the care fees. All payments must be made in advance on a monthly schedule. For a bi-monthly, or weekly pay basis needs to be arranged with the director with advance notice and is as follows:

- Bi-Monthly - $\frac{1}{2}$ of the total rate on the 1st and 15th of each month
- Weekly - $\frac{1}{4}$ of the total rate due on each of the first four Mondays of the month

Payments that are made late are subject to a \$25.00 late fee per day. Payments that become delinquent for one week will result in your child being disenrolled from our care and the total tuition plus late fees will be due. Checks will be subject to a \$50.00 NSF fee in addition to the daily late fee. A late pick-up fee at the rate of \$5.00 per minute will accrue starting at 5th minute of the scheduled pickup. This fee may be waived for extenuating circumstances at our discretion. After a child has been picked up late three times, a conference will be required to discuss your family's needs and to try to come up with solutions to ensure that you are able to pick up on time. Repeated late pick-ups may result in disenrollment from care. Please remember that we close at 6:00 p.m. If you need to speak with one of us, or if your child takes

extra time to transition, arrive prior to 6:00p.m. We will make every effort to have your child ready to go upon your arrival as we approach closing time.

Rates will be reviewed annually and are subject to an increase of at least 5% or higher to reflect cost-of-living. If an increase is required, parents will be notified no later than July 1st of that calendar year, and the increase will go into effect September 1st of the same year.

Information Required for the Child's Record

Parents must immediately update their child's record to reflect any allergies, medical conditions, immunizations, or changes to contact/emergency pick-up information. Your child's records will be given to emergency personnel in the event there is a need for immediate medical attention. It is crucial that our information is up to date for the safety and well-being of your child.

Immunizations must be updated on the first day your child attends and after receiving an immunization. If we identify that your child is behind on immunizations, we will discuss the immunization schedule and request a plan on how you will bring your child's immunizations up to date.

Dream Development Academy, LLC as a file holder will keep all child files in the main office and will out of sight of other families to keep confidential.

Staff, DCYF, state agencies, and parents are always able to see the documents we have on file for their child. The child files can be requested for review with the licensee as well.

Immunization Tracking

Dream Development Academy, LLC, requires enrolled children have up-to-date immunizations unless they are exempt under ADA or WLAD.

Immunizations must be updated on the first day your child attends after receiving an immunization. If we identify that your child is behind on immunizations, we will discuss the immunization schedule and request a plan on how you will bring your child's immunizations up to date.

Sign-in and Sign-out Requirements

The person dropping off and picking up a child at Dream Development Academy, LLC will have a code to sign in and out the child on the Kinderconnect/Kindersign app or any childcare app being used at the time.

Parent Provided Items

At Dream Development Academy, LLC, we request that parents supply one complete change of clothes (shirt, pants, undergarments, socks) to keep in their cubbyland diapers and formula/breast milk if applicable.

Family Engagement and Partnership Communication Plan

A staff member is always available during pick-up and drop-off times to discuss your child's day. If you have information to communicate, please take a moment during those transitions to share with available staff. We will make a point to share anything important at pick-up time or may make a phone call to you prior pick-up if we feel it shouldn't be discussed in front of the child or if it is something that needs attention right away.

This is used mostly when an issue comes up that we feel parents may want more information about (i.e. biting, ongoing behavior concerns, etc.). If you have any questions or concerns that require more attention than can be provided at either pick-up or drop-off you can call center at 509-420-4020 or 509-578-8390 cell or email us at ***dreamdevelopmentacademy@gmail.com***. We can attempt to resolve the issue over those lines of communication or schedule a time to meet if needed. During business hours we check Brightwheel or other childcare apps being used for regular messages, but may not be immediately able to reply.

In case of an emergency please call 509-578-8390 as messages may not be immediately checked. Emails are checked during rest periods and in the afternoons. We use an online application called Brightwheel and may use other apps to share daily progress, ongoing assessment, and child accomplishments. We also track each child's progress and development with Teaching Strategies. This program looks at the continuum of a child's learning over time and provides us with the tools to help your child achieve the next level of learning they are working on. At least four times a year we will make time to discuss your child's progress and what we are doing to support their development with you.

Developmental Screening and Communication to Parents or Guardians

We have an open-door policy at Dream Development Academy, LLC, and want you to feel free to discuss any concerns or questions you may have with us. If we need a more private space or more time than pickup or delivery, we can schedule a meeting. If we or your family have any concerns about how your child is developing, then this progress report will be used more often. We have many resources we can connect you with if you are looking for literature or information about specific areas of child development or concerns.

To meet the high-quality standards, we have established at the Dream Development Academy, LLC, staff will assess a child's progress three times a year (September: baseline/January: intermediate/May: end of year) and provide feedback to parents at these times through formal and informal conferences and portfolios. We have a checklist of age-appropriate activities and milestone markers that will be evaluated and we will leave feedback for each child individually. Parents will receive a copy of this form upon completion upon request, and a copy will be placed in the child's program records. Developmental screenings will be done within 90 days of enrollment and then at least once a year after that.

Consistent Care Policy

Our goal at Dream Development Academy, LLC, is to build long-lasting relationships with children and families. Having consistency and predictability helps children form secure attachment and provides them with the foundation for future transitions in school and life.

Expulsion from care will always be a last resort and we will make every effort to work with you and your child during their time here.

Children can go through stages of difficult/challenging behavior as they learn to navigate the world. It is normal for them to test out hitting, pushing, kicking, and other behaviors that while common are unsafe. We use a variety of methods to guide this behavior, as stated in our behavior management section of this handbook.

Should your child begin to show overly aggressive or disruptive behavior that we are unable to guide with my behavior management policy we will request a conference with you to try to identify the cause of the behavior and to make a plan to support both your child and your family to help correct the behavior. After this conference, we will create a method of communication to keep us on the same page while we are working on these issues.

If needed, we will contact local resources to work with us, and your child. Our first resources are typically the Community Action Connections, Childcare Aware, Equal Access Services programs, and other resources that are available and we stay up to date on what is available in our community so we can share those resources with parents. Parents will be required to consent these services if we feel that they are needed to help support your child or family needs. If needed, we will modify our classroom/materials to the best of our ability to attempt to help support your child. We will identify staffing needs that can help support your child through this period of learning and if possible, will make adjustments. If after taking these steps, we find that we are unable to support your child in our program we will work with you to find another program that will be able to provide you and your child with the level of care need.

Nondiscrimination Statement

We enroll children on a nondiscrimination basis in accordance with

RCW 28A.642.010 and the Americans with Disabilities Act. No child or family will be turned away based on their race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, or the presence of any sensory, mental, or physical disability. We will make any reasonable accommodations within the limitations of our program to accommodate children with disabilities.

Religious and Cultural Activities, Including Holidays

Our program is not affiliated with any religion or practice. We believe in supporting each child in our program as an individual and want to respect everyone's cultural and religious differences.

Prior to a holiday, we will notify parents of how we plan to reflect the world around the children and will incorporate all parent feedback. If you wish to exempt your child from any holiday celebration, we will make all efforts to accommodate your child. If you have special traditions or holidays that your child would like to share in our program, please let us know so we can facilitate that. The Center may display seasonal/holiday decorations such as snowmen, Santa and his reindeer, jack-o-lanterns, etc. We do not use scary decorations or overtly religious decorations.

Dual Language Learning

DCYF defines "dual language learners" (DLLs) as children who are learning two or more languages at the same time.

Dream Development Academy, LLC, is bilingual center focusing in English and Spanish, we will make every effort to screen and assess children in their home language. We will plan bilingual activities, regardless of the presence of DLLs in the learning environment. We will create family engagement activities that actively invite all parents to participate.

Kindergarten Transition Plan

Dream Development Academy, LLC, has a relationship with the nearest elementary school. We will update and keep families informed of kindergarten roundup dates and enrollment dates. To help the upcoming kindergarteners transition easily we will read books about going to school, possibly riding a bus, and start to eliminate nap times to prepare them for a full day at school.

Child Guidance Plan

Our main goal at Dream Development Academy, LLC, is to set children up for success. We strive to create an environment that minimizes the need for children to be corrected while learning. If a child is having a hard time following expectations our first course of action is always redirection. Problem-solving and cooperation are also encouraged. If additional support is needed, we implement a "thinking time" or "wait time" to encourage a positive outcome. In our program, "thinking time/wait time" is a child-led moment to step away from a situation or activity until they feel ready to return and try again, give them time to formulate a response or to find another activity if need to. We do not require them to wait a set amount of time, they can return to play as soon as they feel they are ready to follow expectations. This break is not done in a punitive way. It is used as a teaching tool to help them learn that it's okay, and a good idea, to step away from something when they start to feel overwhelmed or frustrated. No corporal punishment is allowed. We will work with parents to have consistent communication and support between home and school/center as long as the guidance techniques used are something we are comfortable with and are allowed by licensing. If a problem continues, we will follow our consistent care policies in this handbook to move forward in supporting your family and child.

Child Restraint Policy

In the event that a child is at risk of causing serious harm to themselves, other children, or a staff member, qualified staff will use de-escalation techniques to try to calm the child down. If this is unsuccessful as a last resort a trained staff member may use physical restraint to prevent injury. This will be done as gently as possible and for as little time as possible to allow the child to calm down. Parents will be notified immediately after restraint is used and will be asked to pick up their child. A meeting will need to take place to develop a prevention plan prior to the child returning to care. The Department of Child, Youth, and Families will be notified within 24 hours after restraint is used. All applicable WACs will be followed regarding the use of physical restraint.

Duty to Protect Children

All staff at our program are mandated reporters of child abuse and neglect. We comply with all rules outlined in WAC 110-300-0475 and RCW 26.44.020 and 26.44.030. If someone in our staff suspects child abuse, neglect, sexual abuse, or maltreatment we are required to report to Child Protective Services.

Prohibited Substances

Dream Development Academy, LLC, is completely smoke-free, drug-free and alcohol free. We do not allow smoking, vaping, cannabis, or illegal drug use to take place on the property or in the view of children and have this posted where visible. If you smoke or vape, please put out your cigarette before you arrive at the child care and please do not discard cigarette butts on the property. Illegal drugs are not permitted and will be reported to local law enforcement. Any alcohol will be stored in unlicensed space or made inaccessible to children. Alcohol will never be used during operating hours or when children are present. If a child care provider has reason to believe a parent or any person authorized to pick up a child has been using alcohol or any other intoxicant, the provider will ask to have another authorized person transport the child. We do not need to prove that an individual is intoxicated but only need a reasonable suspicion, such as alcohol odor or verbal disclosure from an individual. If a parent insists on transporting the child, we must call 911 and let proper authorities determine the best course of action.

By law, staff cannot physically prevent a parent/guardian from taking a child from the premises unless it is court-ordered, but we are required to report suspicion that a child may be at risk.

Infant and Toddler Care

In our program, we changed all bathroom diapers into an easy-to-clean mat with a non-absorbent surface large enough to cover the floor and prevent contamination with bodily fluids. We have posted the diaper changing procedure for everyone to easily review. Disposable gloves are required and available when needed and you can wash your hands in the bathroom sink. Diapers are placed directly in a diaper-only dumpster with a tight-fitting lid, lined with a disposable plastic trash bag, and within easy reach of the diaper-changing area. We check diapers at least every two hours and change diapers as needed, or whenever the child indicates discomfort. When using a changing table, it won't be overcrowded or used to store any items that aren't used to change diapers for a child. No children are left unattended on the diapering surface or mat during the changing process and we do not use seat belts on the changing tables because they cannot be cleaned or safe. The entire diaper changing area is disinfected after each use. We ask parents that when you do drop your child, the child must have a clean diaper and not be brought in with a dirty diaper. If you need to change the diaper you will have access to the diaper changing station in the bathroom. Staff will then clean and sanitize the station.

Children up to one year of age will be served on their own feeding and nap schedules. In our program, parents can supply formula or breast milk. If fresh breast milk is supplied, all bottles or containers must be labeled with the child's first and last name, as well as the date received, and must be used within that day. If frozen breast milk is supplied, all packages must be labeled with the child's first and last name, and the date they were received and kept frozen for no more than two weeks in the nursery. All bottles with milk that remain at room temperature for one hour will be discarded. All nipples and bottles will be disinfected and rinsed with hot water before being used again. The nipples will be covered when not in use. Babies will be held while feeding until they can safely hold their own bottle on their own. We will never support a bottle or give a bottle while lying down. After the baby can hold his or her own bottle, he or she will eat in a high chair. Once babies have finished feeding or the bottle is empty, the baby will be removed. Once the baby is old enough to start trying solid foods, we will provide them from our kitchen but will not provide store bought such as Gerber and other brands, we ask that you provide those with each container labeled with the child's name and date brought in, we will not accept open container or jars, they must be untampered. You may need to provide these until they can eat enough solids. If any special feeding needs are required, the center along with the parents will follow WAC 110-300-0190 to accommodate.

Our program supports parents in potty training and will follow suit when the child shows signs that they are ready to potty train. Once the center sees these signs staff will communicate with the parents(s) to see if it is something that the parents want to start. We will not start potty training until the parents give consent. We require parents to provide enough changes of clothes to get them through the day, considering any accidents that may occur during this time. We will check in on your child's progress daily and discuss how you will continue to support them. In case potty training does not seem to be working, we may require pull-ups to be worn for sanitary reasons

We follow the baby's sleep schedule, and no baby will go to bed with a bottle at any time. Babies will be closely monitored while they sleep and checked frequently to make sure they are sleeping safely and comfortably. All staff complete the annual Safe Sleep training and follow all practices within that training. Babies will nap on their backs, in their own crib, with only a fitted sheet. Parents can provide an approved portable sleeping bag that does not restrict the baby's arms. Blankets, pillows, crib bumpers, or stuffed animals of any kind will not be allowed inside the infant's crib. We will not allow babies to sleep on swings, inflatable chairs, or car seats. In case a child falls asleep while on one of these items, they will be moved to a crib and placed on their back. All infants and toddlers will always remain within visual and audible range while sleeping.

Transportation and Off-site Activity Policy

Dream Development Academy, LLC, will not provide transportation services or field trips outside of the center's facilities as stated in our parent policies.

Supervising Children During Water Activities

There are no water activities at Dream Development Academy, LLC.

Overnight Care

Dream Development Academy, LLC, does not provide overnight care.

Use of Television, Video, and Computers

Dream Development Academy, LLC may have a television in the classroom for off and on use. We may occasionally have a special day that we will celebrate with a movie that will be G-rated for children. If a movie is to be played, we may let parents know what movie it is in case you wish to opt out of the movie. Electronics are not typically used by children. A teacher may pull up an educational video if they are learning about a topic to enhance the curriculum. Such use of television, video and computer will be used following WAC 110-300-0155.

Enrollment and Disenrollment Requirements

Upon enrollment with at Dream Development Academy, LLC, you will need to bring a complete change of clothes to keep in your child's cubby (shirt, pants, undergarments, socks, etc.), jacket, shoes, appropriate clothing to be worn outside, and, if applicable, diapers and formula/breast milk. The first two weeks will be a trial period to make sure that this is the best fit for you, the center and the child. Upon disenrollment from the program, please submit two weeks' written notice of your last day of care.

Expulsion Policy

At Dream Development Academy, LLC, we will always treat expulsion from care as a last resort and do our best to work with you and your child during your time here. Children may go through stages of difficult/challenging behavior as they learn to navigate the world. It is normal for them to try hitting, pushing, kicking, and other behaviors that, although common, are unsafe. We use a variety of methods to guide this behavior, as outlined in our behavior management section of this manual.

Program and Daily Schedule

Daily Activities WAC 110-300-0360

Schedule/Horario -Dream Development Academy

6:00-8:00	Llegada
8:00-8:15	Small Groups
8:15-8:30	Hand washing
8:30-9:00	Breakfast
9:00-9:15	Circle time
9:15-9:45	Potty training
9:45-10:30	Table activities
10:30-11:00	Outside/Outdoor play
11:00-11:25	Potty Training/Toilet Training
11:25-11:30	Clean up and Hand Washing
11:30-12:00	Lunch
12:00-12:30	Outdoor time/Outdoor activities
12:30-2:30	Rest time and quiet Activities
2:30-2:45	Hand washing
2:45-3:00	Snack
3:00-3:45	Activities
3:45-4:30	Play Inside
4:30-6:00	Dismissal

Parent or Guardian's Permission for Photography, Videotaping, or Surveillance of His or Her Child

As part of our enrollment packet, we ask parents to sign a permission slip to allow Dream Development Academy LLC to take pictures or videos of the children while they are playing, working on projects, and interacting with their peers. We like to display these photos throughout the classroom for all the kids and parents to look at and create classroom books. This also gives the children a sense of belonging and ownership in the classroom when they can see themselves in the curriculum. We will send you updates of pictures throughout the day on Brightwheel or any other childcare app being used. As pictures are rotated out, they will either be kept in our scrapbook or given to the parents. Some videos and pics will be uploaded to State programs such as the Early Achievers Program.

Early Learning Program Staff-to-Child Ratios

At Dream Development Academy, LLC, we are licensed for a limited number of children. We follow the DCYF staff-to-child ratios. Please refer to the backside of the posted DCYF License for the table of staff-to-child ratios.

How Weapons on the Premises Are Secured

There are no firearms located on the property Dream Development Academy, LLC.

Parent or Guardian's Access to the Program During Operating Hours

Parents are always welcome to access their child at any time throughout the day at Dream Development Academy, LLC. We have an open-door policy. We do ask that you respect naptime and message through Brightwheel or current app being used. If you need to pick up between the hours of 12:30 p.m. and 2:30 p.m. so the other children are not disturbed.

Supervising Children

At Dream Development Academy, LLC, supervision and your child's safety are our highest priority. We only allow the following people to have unsupervised access to a child in care: the child's own parent or guardian, licensees or program staff authorized DCYF, a government representative including emergency responders, a person authorized in writing by the child's parent, such as a friend, family member, and child's therapist or healthcare provider.

At Dream Development Academy, LLC, we will always follow our capacity ratios for group size, mixed age grouping, and staff to child ratios while children are in care, including indoor and outdoor activities, mealtimes, rest periods, and on different floor levels/plans/rooms. Two teachers are on staff always from 6am-6pm and sometimes 3 teachers depending on the day and needs of the children.

At Dream Development Academy, LLC, we train our staff to supervise children in care by scanning the environment, looking for and listening to both verbal and nonverbal cues to anticipate problems and plan accordingly.

Our staff are trained to visibly check children on many occasions, position themselves in the classroom and outdoors to supervise all areas accessible to children. We are available and always attend to the children.