



The Sauk Suiattle Early Learning Center

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Mission Statement

Our early childhood educators, working together with families, offer a variety of activities designed to facilitate the physical, cognitive, social, and emotional development of all children. We also provide joyful experiences which express the cultural heritage of the community in a caring and safe environment. We support our children in developing positive skills, developing and fostering talents and creative abilities, and to learn from missteps. It is our philosophy that children learn best through play and experience, and we aim to teach them to be healthy, confident, capable, and kind.

About Us

The Sauk-Suiattle ECEAP (Early Childhood Education & Assistance Program) and Childcare Centers operate as part of the Education Department of the Sauk-Suiattle Indian Tribe. Our program serves the Sauk-Suiattle Tribe, as well as the surrounding areas for 1-12-year-old children. We offer a comprehensive, wide-range of educational and family support; such as health and nutrition screenings, resources and referrals, monthly newsletters, developmental and age-appropriate curriculum, and fun family events. Our ECEAP program is offered at no cost to income eligible families.

Hours of Operation

ECEAP:

Monday – Friday 8:30 am – 3:00 pm

Childcare:

Monday – Friday 8:00 am – 5:00 pm

Required Enrollment Forms

1. Enrollment Application
2. Certificate of Immunization showing current immunization, or exemption form signed by parent and a licensed medical practitioner. If parent claims religious or other personal exemptions to immunizations for their children, the children will be excluded from participation in the program if a childhood disease outbreak occurs in order to prevent the further spread of the disease.
3. Authorization to obtain emergency medical care
4. Permission slip for field trips
5. Childcare Payment Agreement
6. Sauk-Suiattle Childcare Consent for Enrollment and Release of Liability form
7. Photo Release form

Childcare Rates

All Day Care:

Sauk-Suiattle Tribal Members & SSIT Employees*-----Flat fee of \$100.00 per month per child
Non-Members-----\$3.50 per hour per child

After Care:

Employees and Enrolled SSIT members-----\$1.75 per hour per child
Non-Members-----\$3.50 per hour per child

*To receive the Employee rate, you must work directly for the Sauk-Suiattle Indian Tribe. Employees of any of the enterprise businesses will be charged the non-member rate.

Sign In/Out Procedure

Parents/guardians are required to sign their children in when they arrive at the Center, and out when they pick them up each day. This is done by using the Procure log-in machine on the wall inside the Education Dept. entryway. For ECEAP only, the sign-in sheet will be on the counter inside the preschool room. Note: Childcare staff will sign school-age children in when they are brought into the center from the school bus, but parents and/or guardians are required to sign them out.

Pick-Up Authorizations

Childcare and Preschool staff will take precautions to see that each child is released only to persons authorized by the parents/guardians. Parents/guardians must provide names of persons authorized to take children from the program. You must notify Childcare or Preschool staff if any changes are made in whom is authorized to pick up your children from the Center. Anyone without a registered fingerprint in our system will need to bring photo identification. Education staff WILL check any person that they do not recognize.

Abuse Reporting

Our staff are mandated reporters. According to Washington State regulations, and the Sauk-Suiattle Indian Tribe’s Family Code, a staff member is required to report to **Child Protective Services or Local Law Enforcement** if the staff member has “reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation as required under chapter 26.44 RCW” (WAC 388-150-480, 2).

Behavior Management/Child Guidance

Children learn by watching and modeling adult behavior. This includes things like social skills, kindness, empathy, and self-regulation. Children reflect what they see and hear.

WE DO NOT EVER USE CORPORAL PUNISHMENT OR SOCIAL DEGRADATION WITHIN THE SAUK-SUIATTLE CHILDCARE AND PRESCHOOL CENTERS. IN ADDITION, RACISM AND/OR DISCRIMINATION OF ANY FORM WILL NOT BE TOLERATED ON THE PREMISES.

In keeping with our philosophy concerning maintaining an environment which provides for the safety and well-being of each child, the children will be guided toward attaining self-regulation concerning the following inappropriate behaviors:

1. Children hurting themselves or others (hitting, slapping, biting, pushing, pinching, shoving, etc.)
2. Misuse and/or destruction of Materials
3. Verbal Abuse, Name-Calling, or Profanity

Teachers will make note of only the more severe incidents involving any of the above behaviors. When the situation warrants further intervention, the teacher will discuss the observation with the Education Director, and develop a plan to assist the child. If necessary, parents will be contacted, and will be asked to meet to discuss further. If all other measures fail, parents will be asked to pick up their child for the remainder of the day. They will be able to return the following day, *unless* a more extended suspension is warranted. Termination of care will only be exercised as an absolute last resort.

In helping children to understand our limits we use:

- A. Reminders
- B. Positive Reinforcement
- C. Redirection
- D. Problem Solving
- E. Focus on Positive Behavioral Support
- F. Meetings to Involve Parents in the Process so we Can Support the Child Together
- G. Incident Reports and Behavioral Observation Forms to Support these Conversations

Religious Activities Policy

The Sauk-Suiattle Indian Tribe maintains a non-discrimination policy with regard to an individual's religious activities or preference. Further, it is the philosophy of the Sauk-Suiattle Indian Tribe to give recognition to a variety of religious observances by educating the children in a multi-cultural environment. It is the intent of this philosophy to educate children to respect the tremendous diversity of the world we live in.

Sauk-Suiattle Indian Tribe does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Emergency Procedures

Safety is an on-going discussion throughout the year in the Preschool and Childcare rooms.

Earthquake Drills:

1. Stay calm
2. Inside building: crouch under a table away from windows
3. Outside: Stand away from buildings, trees, and telephone and electrical lines/poles
4. On the road: Stop in a safe area away from power lines and trees; stay in vehicle

After an actual earthquake, staff will follow these procedures:

1. Check for injuries – provide first aid (if needed)
2. Check for safety hazards
 - a. Maintenance Department will check for water breaks, electric lines, building damage and potential safety problems during after-shocks.
3. If the children cannot return to the Education Building for one reason or another, we will move them to the reunion place – The Longhouse.
4. A staff member will contact Sauk-Suiattle Indian Tribe's Police Department for instructions.
5. In case of severe damage to the surrounding area, including Darrington, staff will call the parent/guardian out-of-area contact to report where the child is located.
6. All children will be kept under the supervision of the SSIT Education Department staff.
7. Emergency supplies are stored in the Education Building's storage room.

Fire Drills:

In accordance with the state regulations, at least one fire drill is conducted every month. The following is the procedure that the preschool/childcare staff will follow for fire drills:

1. Sound alarm by pushing the button on the smoke detector.
2. When leaving the building, the teacher will direct the children to the nearest exit. The preschool/childcare aide will check bathrooms and do a visual check of the classroom for any remaining children. He/she will take the notebook containing attendance sheet and emergency consent forms and will follow the teacher and children to the grassy area in front of the building.
3. When safely outside, the primary caregiver and/or teacher will check sign in/out sheets to make sure every child is accounted for.
4. After the drill is completed, the children will return to the appropriate building and will be complimented on their performance.

In case of an actual fire:

1. Children will not return to the building.
2. When all children and staff are safely within the area in front of the building and accounted for, a staff member will promptly call 911.
3. When all children and staff are accounted for, we will all move to the Social Services Building.
4. Staff will direct firefighters to the fire and give information to them about the children's status.
5. Fight fire with extinguisher only if practical.
6. Parents will be notified as soon as possible.
7. Staff will comfort and try to keep them as calm as possible.

Power Outages/Severe Weather Conditions:

- If it is at the beginning of the day and no children are yet present, we will notify you of a closure or late start.
- If children are present, we will call PUD to see how long the power may be off. If it will off for more than a half and hour, we will notify you by phone to come pick up your children.

Inclement Weather/Floods:

Inclement Weather:

- If it is at the beginning of the day and children are not yet present, we will notify parents of a closure or late start on our Facebook page and/or by phone.
- If children are present, we will notify you by phone to come and pick up your children.

Flood:

- In the event of rising water levels in the surrounding creeks and river:
 - 1 – Sauk-Suiattle Indian Tribe's Natural Resources Department will monitor and provide information and an action plan to the Education Director.
 - 2 – We will notify you by phone if we need to close.

Please note: We follow the school district's lead on most closures. If they are closed, chances are we are as well. Please call (360) 436-0131 or check our Facebook page for closure updates.

Safety Tip for Families: Out of Area Contact

The Out-Of-Area Contact is one of the most important parts of a family's disaster plan. When disaster occurs, you will be concerned about the welfare of your loved ones. In a disaster, local telephone service may be disrupted. However, long distance lines, because they are routed many different ways out of your community, may be open. It is also important to remember that the telephone company's emergency telephone network is the pay telephone system. They will restore it before the rest of the

system. So, if you have change to make a pay telephone call and an out-of-area contact, you may be able to communicate with loved ones in the disaster area indirectly through your out-of-area contact.

Medical and Health Policies

It is our belief that medications are best administered at home, by parents and/or guardians. Whenever possible, we request that the schedule for administration of needed medications be adjusted so that it is given at home.

If medications are required during school hours due to extenuating circumstances, this policy provides direction for ensuring medications are safely and accurately administered. A Medication Authorization Form (which includes health care provider's instructions) must be completed and signed by a licensed health care provider for each prescription.

Medication will be given only with prior written authorization of the child's parent or legal guardian and signed, written instructions from a licensed health care provider via a Medication Authorization Form. No medications will be administered without proper forms, signatures and staff training. Unused medication will be returned to the parent/guardian or properly disposed of. A medication log will be maintained for each child listing date, time, and medication given.

For **non-prescription** medication, the following can be given with written parent consent, only at dose, duration, and method of administration specified on the manufacturers label for the age or weight of the child needing the medication:

- Anti-itch ointments or lotions, intended to specifically relive itching,
- Diaper ointments and powders, intended specifically for use in the diaper area of the child.
- Sunscreen must be brought from home, and/or parent consent form signed.

Ill Child Policy:

Staff will conduct a daily visual health check of children when they arrive at the Childcare/Preschool centers. If your child appears to be ill or becomes ill, you will be notified immediately and will be expected to pick up your child as soon as possible. An ill child may be quarantined temporarily from the rest of the group, just until pick-up.

Please keep your child at home if you suspect your child of having a contagious illness or disease, and notify the childcare/preschool staff so that we can watch for symptoms in the other children and notify parents of symptoms to watch for, if necessary. The following lists some communicable diseases and the symptoms to keep your children home from childcare/preschool. We are not qualified to diagnose illnesses.

If we suspect your child has a communicable disease, we will send them home. In these instances, the children must have been evaluated by a medical professional, appropriate treatment set-up, and a note from the medical professional stating when the children may return to childcare/preschool before they may return.

Health Reasons for Exclusion from Childcare/Preschool:

The following are conditions of short-term exclusion from and for re-admission to the Sauk-Suiattle Indian Tribe Early Learning Center:

- a. Fever of 101° F or higher **AND** who also have one or more of the following:
 1. Diarrhea
 2. Earache
 3. Sore throat
 4. Rash
 5. Signs of irritability or confusion
- b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing, until medical evaluation allows inclusion.
- c. Vomiting, on 2 or more occasions within a 24-hour period, until the vomiting resolves, or a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
- d. Diarrhea, that is, increased number of stools, increased stool water or decreased form that is *not contained by a diaper*.
- e. Rash with fever or behavior change until a health care provider determines that these symptoms do not indicate a communicable disease.
- f. Eye discharge or pinkeye. Children can be readmitted, or
 1. Medical diagnosis to rule out bacterial infection, or
 2. 24 hours on antibiotic treatment
- g. Tuberculosis, until a health care provider or health official states that the child can attend.
- h. Impetigo, until 24 hours after treatment has been initiated.
- i. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and the cessation of fever.
- j. Chicken pox, until 6 days after onset of rash or until all sores have dried and crusted, or with permission by their health care provider.
- k. Pertussis (Whooping cough), until 5 days of appropriate antibiotic treatment to prevent and infection have been completed.

- l. Mumps, until 9 days after onset of parotid gland swelling.
- m. Hepatitis-a virus, until 1 week after onset of illness or as directed by the health department when passive immune-prophylaxis has been administered to appropriate children and staff.
- n. Measles, until 6 days after onset of rash.
- o. Rubella, until 6 days after onset of rash.
- p. Shingles (herpes zoster), exclusion only on recommendation of child's health care provider. Sores shall be covered by clothing or a dressing until the sores have crusted.
- q. Children with open oozing sores, which cannot be covered, will not be allowed to be at the center until:
 1. 24 hours after starting antibiotic treatment, or
 2. Sores have healed
- r. Lice, scabies or other infestation, until 24 hours after child has been treated. Students with live head louse will be sent home immediately, while students with only visible nits will be allowed to remain in the center until pick-up time, and allowed to return the following day after treatment has been performed. After treatments, parents must comb for nits every day until they are completely removed.

Children with mild cold symptoms who do not have any other symptoms described above will not need to be excluded from childcare/preschool.

Ear infections *without fever* will not need to be excluded, but the child must see a medical provider for treatment and follow up. Untreated ear infections can cause permanent hearing loss.

Allergies

If a child has a food allergy or sensitivity, parents are required submit written directions from the child's healthcare provider. This direction must include:

1. Identification of the food(s) and/or ingredient(s) the child is allergic or sensitive to.
2. List reactions the child may have to the food and/or ingredient.

Meals

Both the Childcare and ECEAP programs provide breakfast, lunch, and an afternoon snack to enrolled children. Our program follows the CACFP program, which aims to provide diverse, nutritious food options. Meals are served "family-style", with children being given the opportunity to serve themselves when ready (depending on age and motor skill abilities.) Teachers "model" positive eating habits and manners during mealtime.

Parent Code of Conduct

Expectations of Parents and/or Guardians:

1. Treat Sauk-Suiattle Early Learning Center employees and students with respect and dignity at all times.
2. Bring comments or concerns to classroom teachers first, before reaching out to community members, Tribal leaders, and/or social media.
3. Always try and build positive relationships with teachers, other parents, and students of the center.
4. Be aware of the centers policies and rules, and assist your child with understanding them and abiding by them.
5. Use appropriate language in front of children. Cursing or raised voices are never allowed.
6. Do not use smoke, vape, or use alcohol or other controlled substances on our grounds. In addition, children *will not be released* to a person whom appears under the influence of drugs and/or alcohol.

Staff-to-Child Ratios

1. The Sauk-Suiattle Indian Tribe Early Learning Center will not leave children unattended or unsupervised, and will maintain required staff-to-student ratios to protect the health and safety of the children at the Center.
1. The following actions will be taken to comply with student to staff ratios:
 - a. The following staff to student ratios will be maintained at the Sauk-Suiattle Indian Tribe Early Learning Center during hours of operation:
 1. Children ages 12-29 months
1 staff member for every 7 children
The group size will be limited to 14 children
 2. Children ages 3 years to 5 years (Not Attending Kindergarten or Elementary)
 - 1 adult staff member per 10 children
 - The group size will not exceed 20 children
 3. 5 years – 12 years (Attending kindergarten or above)
 - 1 adult staff member per 15 children
 - The group size will not exceed 30 children
 4. Staff Absences: There are occasions when, due to illness or unforeseen circumstances, the number of staff available to provide services may temporarily be less than required. In these instances, the following procedures will apply:
 - a. If an employee does not report to work or must leave work during the day, the appropriate staff member will be shifted to provide service.
 - b. If an Early Learning Staff member does not report to work, must leave work during the day, an on-call employee for the Learning Center will provide services to the Learning Center children when a full-time staff member cannot be found.

- c. Staff Shortages: There are occasions when, due to long term illness, resignations or other unforeseen circumstances, the number of staff available to provide services will be less than required.
- d. In these instances, the Education Director will recruit new staff as soon as possible. If the staff shortage cannot be resolved through the use of on-call staff, and no qualified staff are found through hiring efforts, the Education Director will be forced to reduce the enrollment of the Early Learning classrooms until adequate staff can be hired.

Staff Qualifications & Background Checks

- Must be 18
- Must be able to lift 20 lbs and push/pull 40 lbs
- High School Diploma or GED
- Must have a Valid Driver License
- Negative TB test
- Hepatitis B Vaccination
- Food Handler's Card (within 30 days of hire)

All childcare staff will be put through a multi-step, full background check. All applicants for employment at the center must sign a Background Investigation Consent and Release Form. If a prospective employee passes the interview process, either Human Resources or the Education Director will run a background check through Washington State Patrol until their formal portable background check can be completed.

Emergency Evacuation Policy

1. **POLICY:** The Sauk-Suiattle Indian Tribe Early Learning Center staff will ensure any emergency evacuation of the Center is conducted in a calm, safe, and efficient manner, to avoid any injury or adverse effect to the children and staff.
2. **PROCEDURES:** These emergency evacuation procedures apply to emergency evacuation of the Center only. In order to ensure the safe and orderly evacuation of the Center, the following actions will be taken:
 - i. The Education Director will sound the fire alarm, indicating that evacuation of the Center is necessary.
 - ii. When the fire alarm is sounded, the Cook will call 911. Information to be related to the emergency services personnel should include:
 - The name of the Early Learning Center
 - That the Center is being evacuated
 - The physical location of the Early Learning Center, including directions how to get to the Center if necessary.
 - The nature and extent of the emergency (i.e. fire, chemical spill, violent visitor, etc.)
 - The quantity of people at the Early Learning Center.

- Caller name and the telephone number the caller is calling from.
 - Caller name and the telephone number the caller is calling from.
 - Any specific information requested to assist with the response.
- iii. When the fire alarm is sounded, the Lead Teacher will make sure all of their children are accounted for and verify this using the daily attendance sheet. The Teachers Aid will place any special needs children in evacuation wheel chairs or strollers.
 - iv. The Lead Teacher will lead the children from the classroom and the Center to the designated safe assembly location. The safe assembly location is in the South parking lot behind the Two Rivers Smoke Shop. The Teacher's Aid will, if necessary, take charge of any wheel chairs or evacuation strollers and push the wheelchair/stroller in front of the group.
 - v. If any children are not accounted for, the Lead Teacher will immediately notify the Education Director before evacuating the other children. The children will then be evacuated from the Center. The Education Director will inspect each room of the Center to locate the missing children. Once located, the Education Director will lead the children from the Center.
 - vi. The Cook will follow the students out of the Center. If necessary, the Cook will assist with the evacuation of additional special needs children, and push their wheelchair/stroller behind the group.
 - vii. The Early Learning Center Teachers and Teachers Aids will evacuate all children at one time. In no circumstances will any children be left unattended during an evacuation.
 - viii. The Education Director will be the last person out of the building and will ensure that all children and staff have safely evacuated the Center. Once outside, the
 - ix. Education Director will verify, based on daily attendance sheets, that all of the children have been evacuated.
 - x. The Education Director will decide if the children and staff should be moved to a refuge building, especially in bad weather. The emergency evacuation refuge building is the Sauk-Suiattle Indian Tribes Long House, which is located approximately 250 feet south of the Two Rivers Smoke Shop.
 - xi. The Education Director will wait for emergency assistance to arrive. The Education Director will make the decision to initiate the Emergency Contact Procedures to have children picked up by their parent/guardian.
 - xii. The Center will not be re-entered unless cleared by the emergency response personnel and approved by the Education Director.
 - xiii. The Education Director will prepare a letter to the parents/guardians of children to explain the date and time of the evacuation, the reason for the evacuation, what steps have been taken to prevent the emergency in the future, and any information that parent/guardian may want to explain to their children.

- xiv. The Education Director will prepare a report to the General Manager on any emergency evacuation required at the Center. The report will include the date and time of the evacuation, the reason for the evacuation, the number of children and
- xv. staff involved, any injuries involved, if Emergency Contact procedures were implemented, and any long-term effects of the emergency.

Fire Safety Policy

1. **POLICY:** The Sauk-Suiattle Indian Tribe Early Learning Center will reduce the risk of fires through proper training and equipment to eliminate harm to the children and staff and reduce damage to the Center.
2. **PROCEDURES:** In order to prevent the occurrence of a fire and to ensure the health and safety of the children, staff and visitors in the event of a fire, the following actions will be taken:
 - a. Fire Protection
 - i. Highly flammable chemicals and materials will not be kept in the Early Learning Center.
 - ii. Cleaning supplies are kept locked inside cabinets in the staff restroom and kitchen.
 - iii. The Education Director will inspect the center monthly to ensure less than 25 percent of wall areas are covered with combustible materials, such as paper.
 - iv. Monthly fire safety inspections will be conducted on the center.
 - v. A fire that cannot be immediately extinguished by the Center staff will be considered an imminent hazard and the Center will be evacuated in accordance with Section VI.C of this Plan. The Education Director will follow the procedures for an imminent health hazard as described in Section I.A of this Plan.
 - vi. The Education Director will notify the General Manager and the local fire department in writing within 24 hours of any fire emergency that involved the Sauk-Suiattle Early Learning Center. The notification will include what the fire emergency was, the date and time of the emergency, the actions taken by the staff, any injuries that occurred and the damage to the facility.
 - vii. The staff will receive annual in-service training on the fire safety policies and procedures, the use of fire extinguishers, and the safe evacuation of children. This in-service training will be documented in the staff training files including the date, names of staff members trained, who conducted the training and what information was covered in the training.
 - viii. The Education Director will develop a fire plan for the center that will be posted near all entrance/exits. The fire plan includes the routes of evacuation from various areas of the Center, the location of fire extinguisher, the location of smoke detectors, and the location of the outside assembly point.
 - b. Fire Detection
 - i. The Education Director will ensure that an adequate number of functional smoke detectors are provided and located as required in the Environmental Health

- ii. Standards and as recommended by the local fire department. The locations of the smoke detectors are indicated on the fire plan for the center.
- iii. The Education Director will change the batteries for all battery-operated smoke detectors during the first week of classes.
- iv. The Education Director will replace batteries immediately for battery operated smoke detectors that emit an audible chirp indicator that the batteries are low.
- v. The Education Director will check the operation of the smoke detector monthly, by pushing the test button on the detector.
- c. Fire Suppression and Evacuation
 - i. Fire Emergency: The closest responding fire station to the Center is located approximately 6 miles from the Center with an average response time of 15-20 minutes depending on triage.
 - ii. The primary responsibility for the Early Learning Center staff is for the safe evacuation of children and not to extinguish fires. If a fire can be extinguished quickly and safely, then a staff member will extinguish the fire while the children are being evacuated by the other staff.
 - iii. Fire extinguishers in the Center are ABC-Type and are located near the emergency exit doors in every classroom and the south door in the kitchen. The locations of the fire extinguishers are indicated on the fire plan for the Center.
- d. Fire Extinguishers will be inspected as follows:
 - i. Fire extinguishers are serviced annually and tagged by Alpine Fire and Safety 735 East Fairhaven Avenue, Burlington, WA 98233, (260) 755-5444, a qualified fire extinguisher service contractor.
 - ii. Fire extinguisher will be inspected monthly using the Monthly Fire Safety inspection checklist by the Education Director. Manufacturers recommended routine maintenance activities will be carried out by the Education Director.
 - iii. If a fire extinguisher is used, it will be taken out of service until inspected and recharged by a qualified fire extinguisher service contractor.
- e. The sprinkler system, or other type of extinguisher system, in the kitchen will be inspected annually by Alpine Fire and Safety 735 East Fairhaven Avenue, Burlington, WA 98233, (260) 755-5444.
- f. The children will be taught the stop-drop-n-roll technique for putting out clothing fires. This will be practiced by the children at least once per quarter.
- g. The Education Director will ensure that all emergency exits are unobstructed and not locked, chained or otherwise made un-stable.
- h. All emergency exits will be clearly labeled with large EXIT signs.
- i. The fire evacuation plan for the center will be posted near each exit and will include the routes of evacuation from rooms and the location of the assembly point outside the building. The assembly point for the Sauk-Suiattle Early Learning Center is located behind the Two Rivers Smoke Shop. Evacuation of the Center in the event of a fire will follow the emergency evacuation plan presented in section VI. C of this Plan.
- j. Fire drills at the Sauk-Suiattle Indian Tribe Early Learning Center will be conducted as follows:

- i. Fire drills are conducted at least one time per month, with two drills conducted the first two weeks of school.
- ii. All children at the Center, including infants and toddlers, will participate in fire drills.
- iii. The cook will observe the fire drill for the orderly evacuation of the center, including the time to evacuate the center to the designated assembly point.