FAMILY INFORMATION GUIDE

ANNUAL REQUIRED NOTICES AND INFORMATION

2020-2021

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

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

Values

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

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

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

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

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

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

COMMUNITY PARTNERSHIPS
Launch has strong partnerships with Seattle Public Schools, Seattle and King County Public Health, Child Care Resources, the City of Seattle, Washington State Department of Children, Youth and Families, and a variety of other community based organizations. Launch believes in the power of the community coming together to achieve a common goal. The outcome is an interconnected community of Launch staff, public school teachers, community agencies, and families all collaborating to build a strong foundation for the children we serve.

ADDRESSING GRIEVANCES
If at any time a parent or guardian has a grievance or concern, they should directly contact the Site Manager. If still not satisfied, they can contact the Operations Department. If the family feels that their concern has still not been addressed, they can directly contact the Executive Director. If after contacting the Executive Director the family feels that their concern has still not been addressed, they can contact the Board of Directors.

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

FAMILY ORIENTATION AND PROGRAM TOURS

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

EARLY LEARNING: SEATTLE PRESCHOOL PROGRAM

Launch is proud to be a provider agency for the City of Seattle’s preschool program for children that are four and three years of age within the city limits. The program is designed to socially and academically prepare children to enter kindergarten. The City is responsible for recruiting, assisting families in completing applications, selecting students, and enrolling them into our program. If you are interested in enrolling in one of our Early Learning programs, please visit the Seattle Preschool Program website at www.seattle.gov/education.

EXPANDED LEARNING OPPORTUNITIES: SCHOOL-AGE PROGRAM

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

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

SUMMER CAMP: PRESCHOOL & SCHOOL-AGE PROGRAMS

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

AT THE TIME OF REGISTRATION:

- Complete a **Registration Form** for each child that you wish to enroll in the program. One form is required for each child. Please be sure to indicate which site you are interested in as well as your preferred schedule.
- Pay the annual per child non-refundable registration fee.
- Schedule a site tour with the Site Manager or site leadership. This is an opportunity for you to see the program in action and gather information about the site’s enrollment availability. If space is unavailable, your child’s name will be placed on a waiting list.
- Complete and return the registration form to the Site Manager of your preferred program or mail it in to the main office for processing.
- When a space becomes available, the Site Manager will notify you by e-mail (unless requested otherwise), using the information provided on the **Registration Packet**.

AT THE TIME OF ENROLLMENT:

- Upon accepting a space, you will receive a registration packet. Completion of the registration packet, and payment is due in advance of your child’s first day at Launch. **Registration Packets** are available via email or online.
- Complete a registration packet for each child that you are enrolling. The first page of your registration packet has a checklist of required forms. All required forms must be completed prior to your child attending Launch.
- Family Orientation is offered prior to the start of the school year. Site-specific information will be included in your Enrollment Confirmation. For additional information and/or to schedule a meeting with the Site Manager, please contact them directly.
- Complete all required medical forms if your child has asthma, allergies, or is taking medication.
- Launch accepts subsidies from the City of Seattle and State of Washington (DSHS) childcare programs. Forms showing proof of coverage must be supplied before a child attends Launch.
- Launch has a limited tuition assistance program. For more information, please see the **Tuition Assistance** section.

**Launch cannot begin care for your child until all forms are received, signed by parents/guardians, and are reviewed by the Enrollment Coordinator.**
Hours and Program Availability

PROGRAM HOURS
Before school: 7:00 am–7:45 am (End time may vary depending on SPS start times)
After school: 2:00 pm–6:00 pm (Start time may vary depending on SPS release times)
Summer: 7:00 am-6:00 pm
Full Day Care: 7:00 am–6:00 pm
Preschool: 8:00 am–2:00 pm (Before and After Care Available)

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

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

There is the possibility that sites will combine during the school breaks due to low enrollment or the condition of your sites school (i.e. construction).

PROGRAM CLOSURE DAYS
Launch Programs are closed for the following holidays:

- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day

Launch also closes for Staff Professional Development intermittently throughout the year. Dates vary due to Seattle Public Schools’ calendar. Dates will be communicated on a yearly basis.

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

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

Individuals 18 years or older who would like to volunteer in a Launch program on a regular basis must complete some additional requirements, including a Portable Background Check, TB Clearance (Tuberculosis) and MMR vaccination (Measles, Mumps and Ruebella). Individuals under the age of 18 may not volunteer in Launch Programs.

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

- Attend Orientation/Open House
- Volunteer
- Fundraising/Donations
- Complete Family Satisfaction Surveys
- Communicate Daily with Center Staff
- Participate in Family Conference

FAMILY CONFERENCES

Early Learning

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

Expanded Learning Time

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

DONATE

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

- Scholarships and tuition assistance to families with a financial need;
- Free field trips and engaging learning activities for kids;
- Healthy, delicious meals and snacks;
- Professional development to help train the next generation of teachers.

If you are interested in making a donation, please visit our website at: [www.launchlearning.org](http://www.launchlearning.org). Please note that we cannot accept site-specific donations; gifts can be made to Launch’s general fund and will be used to support our work. Community Day School Association d/b/a Launch is a 501(c)3 organization, EIN 91-0987650. All donations are tax-deductible to the extent allowed by law. If you have tax questions, please consult your tax adviser.
FAMILY ENGAGEMENT

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

Families must keep their information up-to-date, including but not limited to:
- Address
- Contact information
- Emergency Contacts
- Out-of-state contacts
- Health and Safety, including immunizations

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

FAMILY RESOURCES

All Launch locations will have a clearly marked Family and Program Resources board, in which all relevant policies and resources will be posted. Including but limited to

- Copy of the Childcare/School-Age License
- Leadership names and contact information
- Emergency Procedures, including exits
- Any applicable waivers
- Daily schedules
- Menus
- Consistent Care Policy
- Licensing Inspection Report

Launch reserves the right to discontinue services due to an inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space.
Tracking Attendance

MANDATORY DAILY CHECK IN AND OUT PROCESS

Before School for School-Age:
Arrival: An authorized adult, over the age of 18, must accompany child into the center. The adult must sign his/her full legal signature and check in to Procare.

Departure: A Launch staff member will sign each child out and dismiss the child to school and time of departure in Procare.

After School for School Age:
Arrival: At the time of dismissal from school, Launch staff members will sign each child in with time of arrival in Procare.

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

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

In accordance with Washington State law, parents/guardians must not be under the influence of drugs or alcohol while on Launch premises. It is the responsibility of the Site Manager not to release children to anyone who appears to be under the influence of drugs or alcohol.

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

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

1. Staff will contact the family to ensure someone is on their way to pick up the child. If a parent or guardian is not reachable; staff will notify the emergency contacts.
2. The inability to contact the child’s parent/guardian or emergency contacts one hour after closing may result in Launch contacting Child Protective Services or the local police.
3. Continual lateness could result in dismissal from the program.

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

If your child is absent from school, your child may not attend Launch.
TRANSITION TRACKING

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

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

EARLY LEARNING ATTENDANCE

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

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

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

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

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

We may ask families for information pertaining to:

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

POLICY FOR HANDLING COMPLAINTS OF DISCRIMINATION

- Complaints of discrimination must be filed within 180 days of the alleged discrimination.
- Complaints of discrimination should be given to the Site Manager. The Site Manager will forward to the Launch Admin office. If preferred, complaints may be given directly to the Operations Department.
- Complaints of discrimination may be written or verbal. Anonymous complaints shall be handled in the same manner as any other complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint shall do so.
- Complaints of discrimination should contain as much as possible of the following information:
  - Name, address, and telephone number or other means of contacting the complainant.
  - The specific Launch location providing the services.
  - A description of a specific action that caused the complainant to believe that discrimination was a factor.
Program Philosophy

**CULTURAL RELEVANCY AND ANTI-BIAS AWARENESS**
Anti-bias education incorporates the philosophy of multicultural education while expanding to include other forms of bias, stereotypes, and misinformation. Anti-bias awareness not only addresses race and ethnicity but also includes gender, language, religious diversity, sexual orientation, physical and mental abilities and economic class. Anti-bias awareness takes an active, problem solving approach that is integrated into all aspects of an existing curriculum and a school’s environment. An anti-bias curriculum promotes an understanding of social problems and provides students with strategies for improving social conditions.

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

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

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

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

**EXPANDED LEARNING OPPORTUNITIES**
Our enrichment programs provide a balance between staff-led activities, group and individual pursuits, and free choice time. The children are free to choose any of the many games, books, art supplies, and sports equipment available for their use. The teachers are always involved in the activities, whether it is in directing the activity or monitoring a free choice game. We use social skill development games, self-esteem building tools, and conflict resolution models to provide the opportunities for children to share their own ideas while being an active participant in a supportive and well-supervised environment.
DAILY ROUTINE
Each of our preschool sites will have a similar Daily Routine that includes these parts of the day:

After breakfast, the children gather for Message Board and Greeting Time. This time of day is an opportunity for teachers and children to be together and set up their day. During Message Board the teachers draw symbols and words to help promote children’s literacy skills. On the Message Board, they include attendance, opportunities for whole class problem-solving, and any changes to classroom schedule or visitors.

Large Group Time is the time of day for children to get together as a whole group and sing, dance and play games. The children learn gross motor development, creative movement, musical expression, how to cooperate and how to participate with others in a group.

Small Group Time is the time of day that children are in small groups of 10 or less. Each group has a teacher-led activity based on the academic and developmental needs and interests of the children. In small groups, each child has an opportunity to use their own set of materials. The teacher interacts with the children as they explore the materials and helps to deepen their understanding.

HighScope uses a sequence of Plan-Do-Review (Planning Time, Work Time, Recall Time) to foster executive functioning in children. When children are given formal opportunities to make plans, implement their plans and reflect on them, their ability to think critically is highly supported.

Planning time is a critical time of day in a HighScope classroom. Three and four-year-old children are in a stage of development where taking initiative is key to successful development. Planning time is a 10 minute or less activity that helps students develop plans for their Work Time. During Planning Time, the children determine where they are going to work in the classroom, what materials they are going to work with and who they are going to work with during the scheduled Work time.

Work time is a time for children to “go to work” and implement their plans. All areas of the room (The Toy Area, The Block Area, The Art Area, The Book Area, House Area and/or The Writing Area, The Music Area and Woodworking Area) are open during work time. During this time, the children develop their interests, problem-solve and the teacher joins in as a “partner in play” taking on roles as the children assign them and facilitating their problem-solving skills.

Recall Time is an activity time for reflection. After children clean up from work time, the students gather in their small groups and do an activity that helps them reflect on their experiences during work time. The teacher helps them think about their prior experiences and elaborate on their ideas.

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

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

**DAILY ROUTINE**

**School Age: Morning Program (at available locations)**

7:00 am until the start of school: Activities include child and staff initiated games, breakfast group time, and social emotional engagement/art activities

**School Age: After School Program**

End of School until 6:00 pm: Children arrive, supper and a late snack are provided, and afternoon enrichment activities.

Enrichment Activities include but are not limited to the following:

Homework support, literacy, art, physical wellness, social skills development, and science experiments

**Summer Camp and Full Days**

7:00 am-6:00 pm: Activities include planned activities led by staff members, youth choice, snacks provided by Launch, focus time, and field trips.

**FOCUS TIME**

During our school year program, we offer 30-45 minutes of designated homework and academic time called focus time. During these time children are welcome to work on their homework, read, or do some other academic related activity. A Launch teacher is available during focus time to help children with homework or other specific tasks Launch believes in building a partnership between families and staff to help all children succeed academically. Part of that partnership will include supporting our children with homework completion. We will make every effort to ensure that children complete as much homework as possible during our scheduled focus time. Specific goals will be developed in partnership with our teachers and families if additional support is needed.

**BEFORE/AFTER SCHOOL ACTIVITIES OUTSIDE OF LAUNCH**

We ensure the safe arrival to and from non-Launch afterschool activities. Families are required to complete an Activity Waiver Form if their children participate in before or after school activities outside of Launch. The Activity Waiver Form can be obtained from the Site Manager.

“The staff truly care about the kids. I love that my daughter works on her homework there and also loves the after school activities PLUS getting outside and getting more exercise.

Thank you. Thank you. Thank you is what I have to say.”

– Launch Parent
Assessments and Screenings

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

Teaching Strategies Gold
Teachers at Launch assess student development with Teaching Strategies Gold (TSG). Teachers take anecdotal notes and photographs of children's learning experiences and record them into the TSG online tracking tool. Teachers assess student learning in cognitive, language and literacy, social and emotional, and physical development; as well as the child’s learning in the core academic areas (science and technology, social studies, mathematics, the arts).

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

Health Screenings - Individual
Launch collaborates with King County Public Health Department to administer:
- Hearing
- Vision
- Weight
- Height

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

ASQ/ASQ:SE (Ages & Stages Questionnaire/Social Emotional) - Individual
Within 60 days of enrollment, each preschool child is given a developmental screening called the Ages and Stages Questionnaire (ASQ-3). The ASQ-3 is a researched based, valid and reliable tool. The screening is used to determine if children may need further evaluation or monitoring for developmental delays. This questionnaire is a basic assessment of the child’s cognitive, physical, language, and social-emotional skills. If it is identified a child needs additional support services, we may refer them to ChildFind.

The ASQ:SE determines a child’s social-emotional competence and if a child should be provided individualized instruction in social skills or referred for further services. Results of the ASQ are shared with parents at the first parent-teacher conferences in December.

Peabody Picture Vocabulary Test (PPV-T) - Program
The Peabody Picture Vocabulary Test is a proven valid and reliable assessment of preschooler’s receptive vocabulary. Students are shown a series of pictures and asked to identify the pictures in their own words. The test is given in the Fall and Spring to measure student progress. Individual student plans are created for children based on their scores on the PPVT.

Classroom Assessment Scoring System (CLASS) - Program
CLASS is an observation instrument developed to assess classroom quality in preschool through third grade classrooms.
The key constructs include:

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

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

**Early Childhood Environment Rating Scale (ECERS)**

The ECERS follows the items with numbered indicators at four quality levels. There are 43 items, organized into 7 subscales in the ECERS. Each of the numbered items represents a dimension found in any early childhood program to represent quality programming.

The 7 Subscales rate the following:

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

**EXPANDED LEARNING TIME – SCHOOL-AGE**

**Youth Program Quality Assessment - Program**

The Youth Program Quality Assessment (YPQA), developed and tested by the High/Scope Educational Research Foundation, was designed to help afterschool programs serving grades K-5 to assess the extent to which their program provides a participatory, safe, supportive, youth-centered environment. This tool allows program staff (or external specialists) to observe interactions between program staff and children during regular program sessions and to interview staff about how the program operates. These observations and interviews are used to create a program quality profile, to identify areas of improvement, and especially identify areas where staff may need professional development to meet program goals.

**Devereux Student Strengths Assessment (DESSA) - Individual**

The DESSA is a behavior rating scale that assesses skills related to social-emotional competence, resilience, and academic success of children in kindergarten through 5th grade, between the ages of 5 to 12. The DESSA can be used to:

- Identify social-emotional strengths and needs of elementary and middle school children
- Produce classroom profiles that guide universal prevention and promotion strategies
- Identify at-risk children who have specific social-emotional needs
- Produce individual student profiles that guide targeted prevention strategies
- For special education students, identify important strengths that can be incorporated into Individual Education Plans (IEPs)
- Evaluate social-emotional learning outcomes at the child, class, grade, school, and district level
Health and Safety Practices

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

The unlawful manufacture, storage, distribution, sale or attempted sale, purchase, transfer, possession, or use of illegal drugs, unauthorized substances, or alcohol on organization premises is not allowed.

The consumption of illegal drugs and alcohol during working hours is absolutely prohibited. Being under the influence of illegal drugs and alcohol during working hours is also strictly prohibited.

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

- Diarrhea: Three or more watery stools in a 24-hour period or one bloody stool.
- Vomiting: Vomiting twice or more in the past 24 hours.
- Rash: Body rash, heat, or allergic reaction, especially if accompanied by a fever.
- Sores: Oozing sores which cannot be covered.
- Fever: Temperature of 101°F or above, accompanied by a sore throat, rash, vomiting, earache, diarrhea, irritability or confusion.

If your child experiences any of these symptoms while in Launch’s care a call home will be made to arrange for pick up. The child will then wait for their family in a quiet area that is away from other children to provide the child a space to rest until s/he is picked up.

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

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

- King County Department of Health
- Department of Children, Youth and Families
- Centers for Disease Control and Prevention

CHILDREN WITH ALLERGIES
If your child is at risk of having an allergic reaction from food, bee stings or other allergens that requires specific action or medication, you must indicate this on your child’s Registration Packet and complete an Individual Care Plan which includes an Emergency Action Plan and a Food Allergy/Intolerance Form that must be signed by your child’s physician. Your child cannot start Launch programming until completed forms are turned into the Site Manager.
MEDICATION POLICY

Our medication policy is as follows:

- Medication is accepted only in its original container, labeled with child's full name.
- Medication is not accepted if it is expired.
- Medication is only given with prior written consent of a child's parent/guardian.
- This consent on the medication authorization form includes all of the following:
  - Child's Name
  - Name of the medication
  - Dosage
  - Method of administration
  - Frequency (cannot be given “as needed”; consent must specify time at which and/or symptoms for which medication should be given)
  - Duration (start and stop dates)
  - Special storage requirements
  - Any possible side effects (from package insert or pharmacist’s written information)
  - Any special instructions

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

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

IN THE EVENT OF A MEDICAL EMERGENCY

- All Launch staff are trained in CPR, First Aid and Bloodborne Pathogens
- A designated staff will contact the Emergency Medical System (911).
- Launch Leadership will contact the parent/guardian or if the parent/guardian cannot be reached, the child’s alternative emergency contact person.
- Emergency transportation for any necessary medical care will be determined by the emergency response team and/or parent/guardian.
- An accident/incident report will be completed and kept at the center.

POLICY REVIEW

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

BABY-SITTING POLICY

In order to maintain professional boundaries, Launch staff and their family members may not babysit program participants outside of Launch programs.
CHILD ABUSE POLICY
Childcare providers are required by law to report any suspected cases of child abuse or neglect immediately. Referrals may be made to CPS without conferring with the parent/guardians.

- Suspected or witnessed child abuse or neglect will be immediately reported to Child Protective Services (CPS). Phone number for CPS: 1.800.609.8764.
- Signs of child abuse or neglect will be recorded on Child Abuse and Neglect Form (Launch Incident Report Form) which is located in the Site Manager’s office.
- Annual training is provided to all staff.
- Department of Children, Youth and Families Licensor will be notified of any report made.

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

Launch has a plan to ensure that in the event of an emergency we are able to support and sustain all children in our program for a minimum of three days. Each site is equipped with a supply of water, food and first aid supplies to address needs that arise in the event of a disaster.

The Disaster and Emergency Action Plan includes:

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

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

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

TEACHER STRIKE CLOSURES
In the event of a Seattle Public Schools Teacher strike, Launch will evaluate our availability to provide full day care on a case-by-case basis. We will notify families of our availability. Our first priority is the safety of children, families, and employees.
POWER OUTAGE/FLOODING
In case of a power outage or flooding at a site, children are able to go to another site based on space capacity. However, Launch will not be able to transport children. This will be up to the responsibility of the family. Launch cannot be open for more than two hours without power; therefore, families will be called immediately if power is not resumed before the time to pick up their child.

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

WEAPONS POLICY
Launch has a policy of “NO TOLERANCE” for illegal substances and weapons. Launch sites are located on SPS property, therefore children under Launch care may not possess or use weapons on Launch property and in areas used or sponsored by the Seattle Public Schools.

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

Any child who has brought a weapon to Launch:
1. Will be removed from the group
2. Parent/Guardian will be called immediately to take child home and local law enforcement called
3. Any situation of this type will result in your child being terminated from the program

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

DIAPER AND TOILET TRAINING PROCESS
Launch programs are not equipped with the proper facilities for diaper changing or toilet training. Children entering into our programs must be able to independently use the toilet facilities. If a child has frequent accidents, the teachers and leadership team will work with the family to determine a plan of action to help the child learn the skills s/he needs to use the restroom independently. Launch teachers are understanding of the developmental level of children and know that children do occasionally soil their clothing. Please bring extra clothing. If your child has an accident, a teacher will stand at the doorway of the bathroom and verbally guide students to remove their soiled clothes, put them in a bag, clean their skin and put new clothes on independently.
Outdoor Safety Practices

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

FIELD TRIP SAFETY
Walking field trips are short walks usually taken around the Launch neighborhood. Permission slips will not be used for walking field trips. Families can notify the Site Manager if they do not want their child to participate in walking field trips.

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

- Place the child’s name on the field trip permission form with the proper guardian’s signature.
- Plan for a way to keep lunch/food cold and safe.
- Have child wear or bring appropriate clothing and shoes for trip.
- Provide sunscreen when needed.
- Alert staff to any medication or special needs.
- Arrive 20 minutes prior to the scheduled departure time on the day of the fieldtrip.

All Launch staff will be equipped with first aid kits and emergency contact information for each child.

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

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

At Launch we believe in creating a proactive prevention framework that arranges organization and program-level resources to accommodate all children via early identification of learning and behavior needs. This early identification allows for timely intervention services for students who are at risk of not meeting developmental targets, and it identifies students in need of advanced services. Our MTSS framework is an integrated, multi-tiered system of teaching, assessment, and intervention designed to meet the socio-emotional development and behavioral needs of all students. If it is identified a child needs additional support services, we may refer them to ChildFind.

RESPONSE TO INTERVENTION

Launch is committed to helping all children succeed. We have many ways to help children who are struggling to learn and need additional supports to be successful. Response to Intervention (RtI) is one form of support. RtI is a multi-step process of providing educational support and instruction to children who are struggling learners. Individual children's progress is observed through daily interaction and assessments. We use the results to make decisions about further instruction and intervention. If it is identified a child needs additional support services, we may refer them to ChildFind.

The RtI process typically has three tiers. Each tier provides differing levels of support:

- In Tier I, all students receive high quality curriculum and instruction in our program. Our teachers assist all of our children in daily activities and routines.
- In Tier II, we provide interventions to students who need more support than they are receiving from the general curriculum. This generally occurs by providing a child more individual time during focus or work time.
- In Tier III, children are given individualized instruction. If we determine a child needs individual instruction, we work with the family to see what resources are available and to determine if we can meet the child's individual needs.

RULER - RECOGNIZING, UNDERSTANDING, LABELING, EXPRESSING AND REGULATING EMOTIONS

Launch will be teaching the Social and Emotional Learning curriculum called the RULER Approach to our children in grades PK to 5th. The curriculum, which aligns with SPS, teaches key emotional management skills such as understanding and regulating emotions.

The RULER Approach teaches 5 key skills:

- Recognizing emotions in oneself and others
- Understanding the causes and consequences of emotions
- Labeling the full range of emotions using a rich vocabulary
- Expressing emotions appropriately in different contexts
- Regulating emotions effectively to foster healthy relationships and achieve goals

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

- Launch Parent
SECOND STEP

"Second Step" is a curriculum kit designed to reduce impulsive and aggressive behavior in young children and to increase their levels of social competence by teaching skills in empathy, impulse control, and anger management. The kit, which is part of a series that includes curricula for preschool and, is integrated into our programs and is a companion to the work that we do with the RULER approach. Second Step targets skill deficits that put children at risk for violence, substance abuse, suicide, and dropping out of school, Second Step can be adopted as a basic skills curriculum for prevention education. Each lesson consists of a coded 11" x 17" photo card with a story and discussion questions. Role play is encouraged, and tapes and a video are available to reinforce concepts. Empathy training, impulse control, and anger management are fostered through teaching strategies that reduce social bias and promote recognition of the different feelings and needs of others. Implementing the curriculum and handling disclosure and reporting are discussed. Puppet scripts and take-home letters for parents are included.

CONFLICT RESOLUTION AND BEHAVIOR SUPPORT

Our teachers and leadership teams work closely with children to build relationships which foster trust and mutual respect. A variety of techniques are used to both prevent and correct behavior that can interrupt programming. These may include role modeling, redirection, positive reinforcement, accommodations such as changes to the environment, and natural or logical consequences.

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

Learning to Resolve Conflicts

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

Conflict resolution steps

1. Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take sides.
2. Acknowledge children's feelings. Say something simple such as “You look really upset;” let children know you need to hold any object in question.
3. Gather information. Ask, “What's the problem?” Do not ask “why” questions as young children focus on what the problem is rather than understanding the reasons behind it.
4. Restate the problem: “So the problem is...” Use and extend the children’s vocabulary, substituting neutral words for hurtful or judgmental ones (such as “stupid”) if needed.
5. Ask for solutions and choose one together. Ask, “What can we do to solve this problem?” Encourage children to think of a solution but offer options if the children are unable to at first.
6. Be prepared to give follow-up support. Acknowledge children's accomplishments, e.g., “You solved the problem!” Stay nearby in case anyone is not happy with the solution and the process needs repeating.

Adults respect children’s ideas for solving problems, even if the options they offer don’t seem fair to adults. What’s important is that children agree on the solution and see themselves as competent problem-solvers.
CHALLENGING BEHAVIORS

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

Procedures

- The teacher will have a designated safe and appropriate place in the classroom and outside the classroom where an adult can take a child to be away from peers for the purpose of assisting the child to calm and self-regulate.
- A staff member will remain with the child at all times.
- When dangerous behaviors occur, staff will contact the child’s parent to debrief the incident. The child’s teacher, Site Manager and/or Regional Director will meet to discuss how we will handle future incidents and potential referrals for additional services.
- The incident will be documented and kept in the child’s file at the school.
- Staff will implement positive behavioral interventions and supports to prevent challenging behavior and to teach empathy, friendship skills, self-calming skills, and problem-solving skills.
- Behavior Support may include a Behavior Plan. A Behavior Plan is an individualized, intensive intervention based on information collected by the family and teaching staff. Behavior Plan will include:
  - Description of behavior of concern including triggering events and maintaining consequences.
  - Prevention Strategies
  - Replacement Skills that will be taught
  - Strategies for when the challenging behavior occurs
  - Staff will implement behavior plan and meet with the family regularly to discuss progress and modify plan as needed.

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

NON-VIOLENT INTERVENTION STRATEGIES

Launch works to prevent difficult to manage behaviors by providing the staff with non-aversive techniques to reduce and eliminate behavioral difficulties. There may be times when a child’s behavior is an immediate physical risk to themselves or others in the classroom. To ensure the safety of the child, a staff person may need to physically intervene to stop the child from causing harm. Launch staff will be trained annually in our child restraint policy and practice.
Bringing Things from Home

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

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

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

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

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

Launch is not responsible for lost or damaged items.

Cell Phone Use:

- Launch does not permit the use of cell phones by children while in our program.
- Families will be given the main phone number to the site and directed to use this number to contact their children.
- If parents/guardians decide to send a cell phone with their child, cell phones should be kept in backpacks. If cell phone use becomes a problem throughout the day, the cell phone will be held until the parent/guardian arrives to pick up the child at the end of the day. Launch is not responsible is a phone is lost or stolen.

Launch teachers periodically use iPads or iPod Touches to take classroom observations and photographs. Photos will only be taken of children that have a signed photo release statement. Please see the registration packet for the photo release statement.
MEALS AND SNACKS
We offer nutritious meals and snacks in our programs. Our menus are based on the specifications of the USDA Food Program. Meals are offered four times daily; once in the morning for breakfast, midday for preschool lunch (school-year only), and twice in the afternoon for supper and a late evening snack. If your child has special dietary needs, please contact the Site Manager to arrange for special snacks. A Dietary Supplemental Form may be required. Menus will be posted weekly.

As a part of the Child and Adult Care Food Program (CACFP), Launch is able to be reimbursed for a portion of the meal costs for all children in our programs. This program allows us to provide quality snacks for your children while at the same time helping us to be able to keep things like tuition costs low for our families. Please help us to continue our participation in this program by completing an Enrollment/Income Eligibility Application (E/IEA), regardless of income, when you enroll your child.

MEALS FROM HOME
Packed lunches from home are required during full days, summer, and all year round for fieldtrips. In order to ensure food safety, any remaining food will be discarded after 24 hours. When bringing packed lunches please be sure to:

- Label the lunch with the child’s first and last name
- Please place on the label the date the lunch was packed
- Label items that may be questionable (example: sun butter looks like peanut butter but is not made from nuts)

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

Launch is a peanut-free/nut-free zone and we ask that you refrain from bringing any peanut products in lunches.

EATING TOGETHER AT LAUNCH
Children eat in a family style where they are encouraged to serve themselves and interact with one another and staff. Meal times are a great opportunity for learning about community, responsibility, and taking care of one’s environment. Children engage in this by helping to clear the table, dispose of dishes properly, wiping down their personal space, and helping their neighbor to do the same.

FOOD AND CELEBRATIONS AT LAUNCH
In the event that you would like to provide special foods to share for a celebration during programming, please provide store bought foods rather than homemade.

This is to maintain health and safety practices in licensed programs. For potluck family events: If your potluck dish is homemade, please bring a list of ingredients to the event.
Payment Information

TUITION AND FEES

- An annual registration fee per child is payable at the time of registration and is non-refundable.
- Prepayment for care is always required at Launch. Tuition for the entire month is due on the 1st day of the month, prior to the month of care provided, including during the summer months (tuition for camps beginning in June is due June 1st, tuition for camps beginning in July is due July 1st, and tuition for camps beginning in August is due August 1st. A late fee of $10 will be imposed on any payments received after the 5th of the month. Launch will discontinue care for any child with unpaid tuition after the 8th of the month. Payment for extended care (i.e. early dismissal, full days, and drop-in care) must be prepaid also.
- The first child in a family is full price. A sibling discount of 10% is granted to all additional children in the family. The sibling discount applies to base tuition only and is applied to the child(ren) with the lowest tuition.
- Tuition may be paid online via TuitionExpress or PayPal (visit www.launchlearning.org and click on “Pay Bill.” It is not necessary to enter an invoice number, but please include your child’s name, the amount, and a description of what you are paying e.g. “May tuition”). If you prefer, you may pay by check or money order. Checks or money orders may be turned in at your child’s site or mailed or delivered to our main office at 5950 6th Ave. S, Suite 109, Seattle, WA 98108. Credit/debit card payments are also accepted by the Site Manager at your child’s center or by calling 1.206.726.7972.
- Launch sends monthly tuition statements by email. All families are asked to provide Launch with a current email address and to notify Launch of any changes in email addresses. Our strong preference is to email statements but if receiving statements by email presents a hardship to you, please contact the Launch Finance Department to make alternate arrangements.
- A $20 fee will be assessed for non-sufficient fund (NSF) checks and payment by money order or credit/debit cards will be expected for all future payments.
- Launch’s preschool programs are part of the Seattle Preschool Program. Our preschool calendar generally follows the same calendar as Seattle Public Schools. Tuition for 8am to 2pm on school days is paid directly to the Seattle Preschool Program. Tuition for before and after preschool, school closure days, and summer programs is paid directly to Launch.
- School year tuition is divided into ten equal monthly payments, and does not include summer camp. 100% tuition will be charged September through June. Winter Break, Mid-Winter Break and Spring Break months are not discounted. June tuition may or may not be discounted depending on when the school year ends.

SUMMER PROGRAM TUITION AND CANCELLATION POLICY

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

NON-SCHOOL DAYS

Launch provides optional fee for service care on in-service days, early dismissal, and other school closure days. Optional care for in-service days and other school closure days is provided for an additional fee to be paid in advance of the care. Optional early dismissal care may or may not be part of your regular tuition and may require an additional fee to be paid in advance of the care. Drop-in care is also available at an additional fee to be paid in advance of the care.
TUITION ASSISTANCE
Launch has a limited tuition assistance program. Funds are available to those who qualify on a first-come, first-served basis. Families can apply for tuition assistance for up to half of the full monthly tuition. Tuition assistance is only available for regular monthly tuition; it does not include extended care. Each summer and school year period, families must reapply for tuition assistance. Amounts will remain constant, unless the child’s schedule has been reduced or funding is received from the State or City.

To apply for tuition assistance:

- You must be employed, receiving unemployment benefits, or be enrolled in an educational or training program
- The Tuition Assistance application can be found here or you can ask your Site Manager for one.
- Complete the tuition assistance application with all necessary information
- Attach documentation that DSHS and City of Seattle funding agencies have found your family ineligible or placed the family on a waiting list for funding
- If you have DSHS or City of Seattle Funding, your co-pay must be over $100 per month
- Attach two recent pay stubs
- Attach copy of last year’s W-2
- Attach copy of proof of enrollment in an educational or training program (if applicable)
- Email copy of all required attachments and the Tuition Application to Finance@launchlearning.org

Once the required items are received by the Finance Department and evaluated by Launch’s Finance Director, applicants will receive a determination letter or email regarding their tuition assistance request.

Tuition assistance is not guaranteed and Launch reserves the right to discontinue tuition assistance at any time.

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

– Launch Parent

SUBSIDIES

- Your co-payment amount is determined by the organization providing funding (DSHS, City of Seattle, etc.) and is subject to change. You are responsible for payment of care not covered by the funding source and your copayment must be paid in advance, due on the 1st of each month.
- Written proof of coverage is required before care can begin. If proof cannot be obtained prior to enrollment, you must pay in advance for your child’s care. You must be allocated full-time hours from your subsidy organization to get full-time care during school breaks, in-service days, other school closure days, and summer camp. If you are only allocated half-time care, your child may only attend half days. For city subsidy families, additional fees for school-age care will be charged during school breaks, and may be charged for in-service days and other school closure days.
Absences may not exceed the amount allowed by the funding organization (DSHS, City, Family and Education Levy, etc.). The number of allowed absences is subject to change based on the funder’s guidelines. Because Launch receives little or no funding for students with excessive absences, we will counsel families to help improve attendance and if necessary, dis-enroll students with continued excessive absences.

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

CANCELLATIONS, SCHEDULE CHANGES, AND LATE FEES

- Account credit or refunds are not given for sick days, snow days, natural disasters or other unscheduled absences.
- Launch does not issue refund checks. If you cancel participation in an upcoming program for which you have already made payment, we will issue credit on your account to be used towards future tuition. Credit will not be issued unless a Schedule Change Form is submitted by the required deadline (see below). If a family still has an unused credit after their youngest child reaches middle school age the credit will be donated to Launch’s tuition assistance program.
- For schedule changes/cancellations during the school year: If you wish to make a schedule change or cancel childcare needs, you must submit a Schedule Change Form to your Site Manager no later than the 20th of the month proceeding the change. Your will be responsible for the full tuition for the following month unless you submit your Schedule Change Form by the 20th of the current month. Please see summer program section above for summer cancellation policies.
- Children must be picked up by the end of their scheduled day (example by 6:00pm for a child signed up for 7:00am to 6:00pm and by 4:00pm for a child up for 9:00am to 4:00pm).
- As is standard among child care providers, late pick-up fees are charged. Beginning at 6:01pm (or 4:01pm or one minute after whatever time the schedule ends), a $5.00 late charge will be assessed for the first 1-5 minutes and then $1.00 for every minute thereafter.
- Occasionally Launch offers “Early Bird Discounts” for school breaks or summer programs. To receive the discount families must register AND pay in full the Early Bird deadline. Early bird registrations cannot be cancelled or rescheduled – once you sign up and pay you will not receive credit if you do not attend, and you may not reschedule the dates.
- For those families who want the option to cancel a school closure day, we also offer a “regular registration” option. The regular registration option allows you to receive credit on your account if you have to cancel. The only exception is if you cancel without giving us advance notice. Full tuition is charged if you register for a closure day but do not let us know you will not be attending at least the day before.
- Exceptions to these policies in the form of written proposals will be considered if submitted to the Site Manager in advance. The Finance Director must approve all payment arrangements.
Where we are located

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beacon Hill International School</td>
<td>2025 14th Avenue S, Seattle, WA 98144</td>
<td>1.206.328.7475</td>
<td><a href="mailto:beaconhill@launchlearning.org">beaconhill@launchlearning.org</a></td>
</tr>
<tr>
<td>Delridge Community Center</td>
<td>4501 Delridge Way S, Seattle, WA 98106</td>
<td>1.206.887.5919</td>
<td><a href="mailto:dcc@launchlearning.org">dcc@launchlearning.org</a></td>
</tr>
<tr>
<td>Hawthorne Elementary</td>
<td>4100 39th Avenue S, Seattle, WA 98118</td>
<td>1.206.725.2252</td>
<td><a href="mailto:hawthorne@launchlearning.org">hawthorne@launchlearning.org</a></td>
</tr>
<tr>
<td>Highland Park Elementary</td>
<td>1012 SW Trenton St, Seattle, WA 98106</td>
<td>1.206.767.4906</td>
<td><a href="mailto:highlandpark@launchlearning.org">highlandpark@launchlearning.org</a></td>
</tr>
<tr>
<td>Madrona K-8 School</td>
<td>1121 33rd Avenue, Seattle, WA 98122</td>
<td>1.206.706.8887</td>
<td><a href="mailto:madrona@launchlearning.org">madrona@launchlearning.org</a></td>
</tr>
<tr>
<td>Maple Elementary</td>
<td>4925 Corson Avenue S, Seattle, WA 98108</td>
<td>1.206.768.2480</td>
<td><a href="mailto:maple@launchlearning.org">maple@launchlearning.org</a></td>
</tr>
<tr>
<td>Miller Annex</td>
<td>301 20th Avenue E, Seattle, WA 98112</td>
<td>1.206.227.6736</td>
<td><a href="mailto:miller@launchlearning.org">miller@launchlearning.org</a></td>
</tr>
<tr>
<td>Montlake Elementary</td>
<td>2409 22nd Avenue E, Seattle, WA 98122</td>
<td>1.206.636.9220</td>
<td><a href="mailto:montlake@launchlearning.org">montlake@launchlearning.org</a></td>
</tr>
<tr>
<td>Rainier Community Center</td>
<td>4600 38th Avenue S, Seattle, WA 98118</td>
<td>1.206.453.5966</td>
<td><a href="mailto:rcc@launchlearning.org">rcc@launchlearning.org</a></td>
</tr>
<tr>
<td>Sanislo Elementary</td>
<td>1812 SW Myrtle St, Seattle, WA 98106</td>
<td>1.206.763.5910</td>
<td><a href="mailto:sanislo@launchlearning.org">sanislo@launchlearning.org</a></td>
</tr>
</tbody>
</table>

COMPANY INFORMATION

Launch
5950 6th Ave S, Suite 109, Seattle, WA 98108
Tel 1.206.726.7972
Fax 1.206.726.1318
www.launchlearning.org
Information Guide Acknowledgement Form

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

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

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Family Information Guide, which will be posted on the Launch web site at [link]. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Family Information Guide upon request to the Program or Administration Office.

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

_________________________________________________________________
Guardian Name (Print)

_________________________________________________________________
Guardian Signature

Date

_________________________________________________________________
Hard copy of Parent Handbook Provided:

_________________________________________________________________
Launch Representative - Signature

Launch Representative - Signature

_________________________________________________________________
Child Registered in Program (1)

Child Registered in Program (2)

Handbook Revisions:

9/10/2020