



Meeting the diverse needs of each student through creative exploration of the natural world.

Mountain Sprouts Children's Community (MSCC) is 501c3 non-profit organization, and as such, it is governed by a volunteer Board of Directors (BOD). The BOD in partnership with the director is responsible for the long-term direction of MSCC, strategic planning, financial oversight, policy oversight, and for representing the values that guide our organization.

Approved 11/2022 updated 08/2023
Willow Parent Handbook
Mountain Sprouts Children's Community
PO Box 2182 Leavenworth, WA 98826

Mountain Sprouts Children's Community
Willow Parent Handbook
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Welcome

Willow is a nature preschool located along the river in Leavenworth. Our program provides children with the opportunity to learn in nature, about nature, and through nature. We provide students with a creative nature-based curriculum while instilling a lifelong passion for learning about the world around them.

We believe that children learn best when they are engaged in their environment through play and discovery. Young children are instinctively motivated and curious when the appropriate environment is presented to them. Willow provides children with opportunities to explore the world they live in (through music, art, science, and everyday interaction) and to make choices to create an experience. Exploring choices, thoughts, and feelings surrounding the experience is the foundation of our curriculum promoting cognitive and social-emotional growth.

We understand that starting an early learning program is a big step for most children and that each child will acclimate in their own way. We will do our best to create a safe and welcoming environment for all students.

Where we are has an immense impact on who we are. Mountain Sprouts programs are located in the foothills of the Cascade Mountains, the ancestral homelands of the šnpəšq'áwšəx'w (p'squosa or Wenatchi) people. We explore the trails and forests of Sunitsch Canyon (Evergreen) and the banks of the Wenatchee River (Willow). We commit to teaching children to make deep connections to the land and to honor the Earth through stewardship. We deepen our connection to the land by learning from present-day Indigenous communities through community partnerships and resources like the Washington State Since Time Immemorial curriculum along with amplifying and learning about Indigenous heroes, artists, writers and musicians all year long.

MSCC/ Willow Handbook Purpose

Mountain Sprouts Children's Community (MSCC) Willow Parent Handbook outlines our policies for tuition, admission, and family participation.

Willow program is a licensed program under the Washington State Department of Children, Youth & Families, and as such, it is required to follow specific procedures and guidelines as outlined in the Outdoor Nature Based Touchstone Standards.

The following policies help us follow our licensing requirements and care for and nurture the children in our care.

We are so glad you are part of our community!

[MSCC may establish tuition requirements and admission standards for students, as well as requirements for parents/guardians, all of which shall be set forth in the MSCC Parent Handbook and made available to all participants and their families/guardians. The following policies apply to parents/guardians of children currently enrolled in MSCC.]

Mountain Sprouts Children's Community

Parent Policy Manual

Our Mission

Meeting the diverse needs of each student through creative exploration of the natural world.

Our Vision

We foster a learning environment where children are creatively engaged in their natural surroundings, have the opportunity to learn and grow through purposeful, hands-on, experiential play.

Non Discrimination Statement

Mountain Sprouts Children's Community does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our community, including students, families, employees, volunteers, contractors, and board members.

The Willow Program will provide culturally and racially diverse learning opportunities. Diverse learning opportunities will be demonstrated by our curriculum, activities, and materials that represent all children, families, staff, and the local Native American tribe(s)

Diversity Statement

Mountain Sprouts strives to foster belonging and empowerment of students, families, and employees. Mountain Sprouts embraces diversity and full inclusion, we uphold fundamental principles of fairness and justice, and work to eliminate structural inequities that limit equitable learning opportunities.



2: Operation and Closures

9:00am -12:00pm Half day nature preschool for 3+ years in combination with Extension students.

9:00am - 3:00pm Extension: Nature-based transitional Kindergarten & 1st Grade students.

Each academic year begins in September after Labor Day and finishes in mid-June.

Please check the website calendar for closure dates.

Holidays and closures are subject to change at the discretion of the board of directors.

HOLIDAYS/CLOSURES

New Year's Day

Birthday of Martin Luther King, Jr.

President's Day

Spring Break

Memorial Day

Juneteenth

Independence Day

Summer Break

Teacher in-service days

Labor Day

Veterans Day

Thanksgiving Break (Thursday & Friday)

Winter Break

Spring Break follows the Cascade School District calendar, usually the first week of April.

Winter Break is December 23 through the New Year's Day observed holiday.

3: Arrivals and Departures

Parents at our ONB Willow Program will drop off and pick up beside the Community Garden: 250 12th Street. Parents have free access to their child at any time.

3.1 Arrivals

Willow has a set arrival and pick up times for students. Drop off is at 9:00 am. If you arrive early, you may accompany your child to our outdoor gathering area until staff arrive at 9:00 am.

Students must be signed in and out by an approved adult with a full signature. Use your legal name when signing your child in and out. This is a state requirement and is for your child's protection.

3.2 Departures

If someone else will pick up your child, you must notify teachers in writing, unless you have provided prior permission in your file. If permission is provided in the file, please notify us in person or by phone of the change for that day. We will not release your child to an adult unless they are authorized by the parents. If we are not familiar with the person picking up, we will ask for a picture ID.

All preschool students must be picked up at 12:00. All extension students must be picked up at the closing time of 3:00 pm. Please notify your child's teacher if you will be late. Late pick up fees of \$1/minute apply. (See also: *Tuition and Fee Schedule*.) If the person picking up your child is late and cannot be reached, we will contact your emergency contact to pick up.

4: Daily Flow

Arrival

Free play

Morning Cedar Circle

Exploring/outdoor lessons/out on the trail

Snack and story

Free exploration

Facilitated Project

Closing Cedar Circle

(preschool students go home)

Lunch and chapter book reading

Mindful Minutes

Exploration/Math and Science Project

Nature Journal Entry

Departure

Toileting

MSSC's ONB program utilizes an indoor space to meet the biological needs of children. If employees and/or students use toileting facilities in a public park or nature center, the bathrooms are checked for cleanliness and safety prior to the children's use, and the toilet seats, sinks, or other surfaces that children touch are cleaned and disinfected. In the event that no facilities are available, students may nature potty.

5: Emergency Closures

Closing the school for any emergency shall be at the discretion of the director.

There may be isolated instances where Mountain Sprouts makes the difficult decision to close, start late, or end the day early. These decisions could be based on our own observations of conditions or local snow, ice, or smoke reports. Weather conditions can change abruptly, for better or for worse, but our intent is always to determine that it is safe for students and staff to attend school to the best of our ability with the information we have at the time. Staff will always contact families by email and phone as early as possible, typically by 6am, to confirm any changes in our schedule due to weather conditions.

The local school district works with local road crews, law enforcement, and snow removal personnel in winter to determine whether or not conditions are safe for students from all over the district to come to school. For these reasons, Mountain Sprouts follows the guidance of the school district to determine snow closures or late starts (<https://www.cascadesd.org/>). These are decisions staff will make carefully.

Willow licensing regulations (ONB) through the Department of Children, Youth, & Families do not allow for extended indoor programming. This necessitates an emergency closure if conditions do not allow for outdoor learning (such as the AQI registers above 150 or unsafe temperatures, high or low) However, if a waiver is approved by DCYF for emergency use, Willow will hold class indoors at the ELY house. Information about closures will be shared as soon as possible.

Mountain Sprouts wants to reiterate that parents are the final authority as to whether or not you believe it is safe for your child to go to school. If parents believe that it is too cold or too hot, the snow is too deep, the weather is too extreme, etc..., your personal decision may be to keep your child home.

If a state or local governing agency declares that Mountain Sprouts must close all operations due to a community health outbreak, we will continue to provide remote learning and connection opportunities through the duration of the closure, unless the board of directors decides to cease operations.

Tuition will not be refunded for emergency closures. Willow does not provide make-up days for emergency closures. See Financial Policy.

5: Attendance

A spot is reserved for each student. Sharing spots between or amongst families is not permitted.

Tuition is charged at an annual tuition rate billed monthly, based on the number of days attending per week (See Section 8: Finance Policy and Tuition and Fee Schedule).

Families participating in any of MSCC's Tuition Assistance Programs shall attend their regularly scheduled days. If a participating family has three or more unplanned absences, the board of directors may revoke the scholarship.

6: Drop-ins

There will be no drop in attendance to other programs. If space is available, your child may attend on a non-regularly scheduled day to serve as a make up for an absence. This can be coordinated directly with the lead teacher.

7: Extended Absences/Vacations

Tuition continues while a child is on vacation. For an extended absence such as a vacation that lasts a month or longer, you can continue to pay in order to hold your child's spot, or you may un-enroll your child. If you choose to un-enroll, upon the return of your child (pending space availability) you will be required to go through a new enrollment process, including the enrollment fee, and all forms/paperwork.

8: Health & Safety

Additional information on safety and insurance matters are available from the director. The following policies are required under WAC 170-295-3010. *See MSCC Disaster Plan.*

- Program teachers will have a walkie talkie, cell phone, first aid kit, and emergency contacts with them at all times.
- Teachers will practice and document monthly emergency procedures with students.
- Teachers will be aware of the hazards and risks of an outdoor location before bringing children there. They will visit the location and create safety plans to manage any hazards.
- Teachers will ensure that children are dressed for the weather
 - Children should arrive dressed appropriately for the weather and activities.
 - The Willow program will have extra clothing available in case families forget or do not have access to appropriate clothing for weather.
- The staff-to-child ratios for outdoor, nature-based programming will depend on children's age and developmental levels, as well as the hazards and risks in the location. A 2:12 ratio of staff to children is generally considered best practice for preschool age children (2.5 - 6 years old).

All families should provide emergency contacts, food allergies, special needs, health needs, emergency medical plans, and information about student medication to teachers. This information will be with teachers at all times.

8.1 Contact Information

Ensure all parent or guardian contact information is current, including phone numbers and other emergency contacts. If you change numbers, please let teachers and administration know immediately.

8.2 Illness

Per WAC 110-302-0205 ONB providers must observe all children for signs of illness when they arrive at the ONB program and throughout the day. Parents or guardians of a child should be notified, as soon as possible, if the child develops signs or symptoms of illness. When appropriate, ONB programs must also check for the presence of ticks.

When children become ill, ONB providers must determine whether children should be sent home or separated from others. An ONB provider must supervise the child to reasonably prevent contact between the ill child and healthy children. Ill children must be sent home or reasonably separated from other children if:

- The illness or condition prevents the child from participating in normal activities;

- The illness or condition requires more care and attention than ONB providers can give;
- The required amount of care for the ill child compromises or places at risk the health and safety of other children in care; or
- There is a risk that the child's illness or condition will spread to other children or individuals.

Unless covered by an individual care plan or protected by the ADA, ill children, staff members, or other individuals must be sent home or isolated from children in care if the ill individuals have:

- A fever 101 degrees Fahrenheit by any method and behavior change or other signs and symptoms of illness, including sore throat, earache, headache, rash, vomiting, diarrhea;
- Vomited two or more times in the previous 24 hours;
- Diarrhea where stool frequency exceeds two stools above normal per 24 hours for that individual or whose stool contains more than a drop of blood or mucus;
- A rash not associated with heat or an allergic reaction;
- Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;
- Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from ONB program premises beginning from the end of the day the head lice, ringworm, or scabies was discovered. ONB providers may allow an individual with head lice, ringworm, or scabies to return to the premises after receiving the first treatment; or
- A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.

The overlap between COVID-19 symptoms with other common illnesses means that some people with symptoms of COVID-19 could be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. Although COVID-19, colds, RSV and flu illnesses have similarities, they are different diseases. Children who have symptoms of any infectious illness or certain symptoms of COVID-19 should not attend school. Families should look for signs of illness in their children. If you believe your child could have a flu virus, COVID-19, or RSV, they should be kept home.

Keep in mind that your child should only be in school if he/she feels well enough to play and learn. If your child is too tired or out- of- sorts to participate, keep them home to rest until they feel better.

8.3 Teacher Discretion

The lead teacher, in collaboration with a supervisor, will determine when it is necessary to send a child home from school.

8.4 Handwashing Policy

Mountain Sprouts complies with the following handwashing procedures or those defined by the United States Center for Disease Control and Prevention, and children should strongly be encouraged to:

1. Wet hands with warm water;
2. Apply soap to the hands;
3. Rub hands together to wash for at least twenty seconds;
4. Thoroughly rinse hands with water;
5. Dry hands with a paper towel, single-use cloth towel, or air hand dryer. ONB programs may use cotton roll towels, or otherwise ensure that children do not use the same part of reusable cloth towels;

6. Turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically;
7. Properly discard paper single-use cloth towels after each use.
8. An ONB program with a permanently located outdoor classroom will provide children with an opportunity to wash hands and rinse using running water after toileting and before eating, and warm water is encouraged. Hand sanitizer may be used only after soil and dirt have been cleaned from the hands.

8.5 Medical Emergency

If a child is hurt, the teacher will stay with the child and administer first aid while another teacher will call for aid as needed. The teacher will also attempt to notify the parent any time a child is hurt, no matter how minor. If the emergency is life threatening, we will call 911 prior to calling the parent. This is to ensure compliance with Washington State Law (WAC 388-150-480).

8.6 Immunizations

Washington State Law requires that all children be immunized appropriate to age, in the process of receiving immunizations, or exempt from immunizations. You must provide an Immunization Status Form during the enrollment process and update the form as needed. *Children, employees, participants, parents and approved regular substitutes must meet all local and state health department immunization requirements.*

MSSC requires all adults working in the classroom to have a TB test prior to the start of school. Documentation from the doctor's office stating the results is necessary prior to the first day of school. If results are positive, appropriate action (i.e. x-rays etc.) must be taken before the adult may attend class. MSSC requires any other family member who may be working in the classroom more than 3 times to have a TB test (+ DCYF required immunizations) performed and provide the results as stated above.

8.7 Medication

If a child needs medication while at school, you must fill out a medication consent form. Each type of medication will need a separate form. Medication(s) need to be delivered by the parent/guardian in its original container. The original prescription must be attached if applicable.

Sunscreen and hand sanitizer are considered 'medications' as defined by the Washington State Department of Children Youth and Families. All participants must sign a release (included in this handbook) for use of hand sanitizer and sunscreen while participating in our programs.

8.8 Allergies

Make sure we are aware of any allergies your child may have, especially food allergies. Special accommodations necessitate a student health plan. Food allergies will be posted outside and inside the classroom.

8.9 Lice

If head lice is found at home, parents must keep the child home until the proper treatment has begun. The child may return to school once they are lice (adult) free AND a treatment has begun removing and/or killing the nits (eggs). The treatment needs to be effectively killing the nits, but the child does not need to be completely nit-free..Parents must take home any sheets, pillow cases, pillows and other such items to ensure that they are clean and free of nits and lice.

If it is suspected that a child has head lice during school hours, the teacher will discreetly remove the child from the classroom to check for lice and nits. If there is not another teacher or assistant to watch the rest of the class, it will be up to the teacher to decide whether to have the child go home early.

If the teacher decides that a child should go home early:

- Parents will be contacted first and if they are not available the emergency contacts will be notified to pick up the child.
- If no one is available to pick up the child, the child will be allowed to finish the day but may be asked not to participate in activities that may spread the lice.
- Never will any child be made to feel as though they did something wrong or made to feel inferior to the rest of the class.

8.19 Playground Safety

Playground rules for local parks are reviewed on an ongoing basis with the children, stressing safety, and will be enforced by the supervising teachers. If your child is on the playground when you come to pick them up, please help us enforce our rules. Check with your child's teacher for specific public playground rules.

8.11 Clothing

Dress your child in seasonally appropriate, comfortable clothes and shoes. In cold weather, children will need coats, snow pants, boots/shoes with traction, hats and gloves or mittens. Children will not be allowed to attend without appropriate clothing for the conditions. If you need additional clothing, feel free to "shop" at the Sprouts closet located on the porch at the ELY house. Please label all items with your child's name.

Please send a change of clothes in your child's backpack in case of accidents, play spills, etc.

8.12 Weather Conditions and Outdoor Hazards

Teachers, supervisors, and the director will observe weather conditions and other possible hazards to take appropriate action for the well-being of students.

Conditions that pose a health or safety risk may include, but are not limited to:

- Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;
- Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;
- Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;
- Earthquake;
- Strong winds over 25 mph;
- Air quality emergency ordered by a local or state authority on air quality or public health;
- Lockdown notification ordered by a public safety authority; and
- Other similar incidents

The Willow Program has a warm up area and shelter for students in the event that it is needed for the above reasons. Please see school closures for additional weather related information.

8.13 Weapons

MSCC has a no weapons policy. A weapon is defined as any dangerous implement. We ask that children not bring real or play weapons to school.

8.14 Child Abuse

MSCC is mandated by law to report any instances of suspected child abuse or neglect to Child Protective Services.

8.15 Transportation

No transportation is provided directly by MSCC or its employees.

9: Accidents, Safety, & Insurance

9.1 Notification. In case of an accident, a guardian, caregiver, or parent of the child shall be notified immediately by the lead teacher, site supervisor, or director.

9.2 Documentation. In case of an accident, regardless of the degree of injury to the child, an incident report must be made out by the observing adult and kept on file at the school.

9.3 Insurance. Mountain Sprouts maintains a comprehensive liability insurance policy for our Willow Program.

9.4 Off Site Field Trips.

For off-site field trips, staff may not transport students in their personal vehicles and parents may not transport students, other than their own children. A school bus, shuttle, or coach bus can/may be rented by Mountain Sprouts. A great deal of thought is given to off-site destinations and the suitability of the trip site is carefully considered. There must be shaded areas for rest periods and accessibility to washroom facilities. A cell phone, first aid kit and emergency contacts will accompany staff on field trips. A risk-benefit assessment of the field trip site will be completed before students arrive. Parents must sign a permission form with details (location, time, date) of the destination before the field trip.

9.5 Before bringing pets to school for a visit, please obtain supervisor or director permission.

9.6 Pesticides

MSCC does not use pesticides. We use integrated pest management (IPM) methods (non-chemical control methods) when dealing with 'pests' to minimize the exposure of pests and pesticides to children and staff.

Notification: In the case that pesticides are used, parents and staff will be notified of a pesticide application at the facility at least three operational days in advance except in emergencies where pests pose an immediate health threat to children or staff. Parents and staff will be notified as soon as possible when advance notice is not provided and include an explanation of the emergency, the reason for the late notice and the name of the pesticide applied.

Pesticides will not be stored on site.

This policy does not apply to germicides, disinfectants, bactericides, sanitizing agents, and chemicals used in normal cleaning activities; and personal insect repellents applied to the person with appropriate consent.

9.7. Water Hazards

The Willow Program is located close to a river. The program staff will and must provide adequate active supervision pursuant to standard 0350. Supervision practices are outlined in our emergency procedure manual.

According to the ONB Touchstone Standards, outdoor nature based programs operating within ¼ mile of a body of water and/or with water play in shallow water will have staff who can swim and life-saving equipment appropriate to the body of water.

If activities will occur *in* a body of water that is more than 24 inches deep at the lowest point, a lifeguard (or staff with a lifeguard certificate) must be present, along with appropriate life-saving equipment.

10: Behavior Management

10.1 Behavior Management and Contracts

We believe in providing children with the tools to communicate their feelings, wants and needs. Our staff are skilled in facilitating communication between children and in helping children work out their difficulties together. We believe in reinforcing positive behavior and teaching students about appropriate alternatives to inappropriate behaviors.

If a child's behavior is unsafe, the teacher will determine when it is necessary to send a child home. In a combined effort with the director, parents and the child will enter into a behavior management contract outlining the expected behaviors and consequences of breaking the terms of the contract, as needed.

10.2 Expulsion.

pursuant to WAC **110-300-0486**.

1. An early learning provider may expel a child only if:
 - a. The child exhibits behavior that presents a serious safety concern for that child or others; and
 - b. The program is not able to reduce or eliminate the safety concern through reasonable modifications.
2. If a child is expelled, an early learning provider must:

- a. Review the program's expulsion policy with the parent or guardian of the child;
 - b. Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record must include the date, time, early learning program staff involved, and details of each incident that led to expulsion; and
 - c. Provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child.
3. The early learning provider must report to the department when children are expelled. The information must include:
 - a. Child demographic data including, but not limited to, the age, race, ethnicity, and gender of the child;
 - b. The reason the child was expelled; and
 - c. The resources that were provided to the parent or guardian of the child.

10.2 Conferences

MSCC schedules annual parent-teacher conferences mid-year. Teachers are also available for individual conferences at the request of caregivers. Teachers can be trusted to maintain confidentiality. Teachers can help locate assistance or resources in the community as needed. Please let us know if there's anything we can do to help you, your family, or your child. Some resources are also available on our website: www.mtnsprouts.org/family

If you have specific concerns, please schedule an appointment with your teacher or the director during their office/planning hours. Please do not discuss your child's progress with staff during school hours or without an appointment.

11: Communication

Teachers will provide families with a weekly report of activities and observations. Mountain Sprouts will send out an electronic newsletter monthly to all families with upcoming activities, news, and events. Teachers document student progress through observations, student nature journals, assessments, and student binders which contain documentation and work samples to create a full story of each child's experience at Willow. Brief updates and photos will also be posted to our Facebook and Instagram pages.

12: Enrollment Policies

12.1 Eligibility

Parents or guardians with a child who is between three and seven years old by date of enrollment are eligible for Willow, as set by our license. Any exception to this rule, if possible per licensing standards, shall be by the approval of the board and the teachers.

12.2 Application

Upon acceptance the applicant agrees to sign acknowledgment agreements at the end of this document and abide by the MSCC Parent Handbook Policies.

Before enrolling the applicant may be interviewed by the director and/or teachers. Those who are admitted are parents/guardians who:

- Have an eligible child.
- Are fiscally responsible.
- Abide by the parent handbook.
- Review and understand the conditions and terms of enrollment.

12.3 Prioritized Enrollment

Enrollment priorities are given in this order:

1. Staff
2. Parents/guardians who have children currently enrolled in MSCC
3. Alumni of MSCC (and their siblings), when wait-listed before December 31st preceding the new school year. Ex: expressed interest in enrolling by 12/31/2021 for a Sept. 2022 school year start.
4. Prospective applicants from the waitlist
5. The general public
6. Classroom age exceptions *see Parent Orientation Packet

Mountain Sprouts Children's Community admits students of any race, color, gender, religion, national and ethnic origin, age, handicap, or sexual orientation and does not discriminate in the administration of its educational policies, admission policies, or other school administered programs.

12.4 Financial Requirements

Entry into MSCC requires enrollment forms, enrollment fee, and first and last month's tuition. Any exceptions to this policy will be made at the discretion of the Board. **Each fiscal year begins on September 1st.**

Financial Policy and *Tuition and Fee Schedule*.

12.5 30-Day Trial Period & Right to Dismiss

Mountain Sprout admits new students on a 30-day trial period. Mountain Sprouts strives to work closely with parents and their children on adjustment, and any emotional, physical, or behavioral issues that may present themselves during the 30-day trial period and beyond. However, at any point during the trial period, or during regular enrollment, the director and board of directors reserve the right to dismiss a child from the program.

If unenrollment occurs during the 30-day trial period, prorated tuition for days not yet attended will be refunded. See also: *Extended Absences/Vacations, Tuition and Fee Schedule and Grievance Policy in the MSCC Policy Manual.*

12.6 Enrollment Forms and Records.

Parents are required to provide all records necessary for enrollment no later than the first day of attendance. Failure to do so will result in the parent and child being barred from attendance and may result in permanent expulsion from the program.

13: Right to Dismiss

At the discretion of the board of directors, a review of the parent's/guardian's past record at the school may be conducted to determine if they will be considered **not in good standing** going forward. This determination may result from the parent's/guardian's: failure to accomplish duties and fulfill obligations; or violation of the parent handbook policies.

A child may be denied enrollment based on the board's review of the guardian's past record at the school, or a past finding that the caregiver was determined to be **not in good standing**.

A child can be expelled or suspended by the board of directors after giving the family at least 15 days notice of the expulsion or suspension, and the reason(s) for the act. Parents or guardians shall be given an opportunity to be heard by the board, or its designated agent, orally or in writing, at least 5 days before the effective date of expulsion or suspension. The written notice of the expulsion or suspension shall be given by first class or certified mail, sent to the last address shown in the corporation's records. The decision of the board or its designated agent shall be final, and shall not be subject to any review or appeal by any court or other persons.

See also: *Extended Absences/Vacations, Tuition and Fee Schedule and Grievance Policy in the *MSCC Policy Manual*.*

14: Financial Policy

14.1 Tuition

Tuition for the first and last month of the school year is due upon enrollment. It is the parent's responsibility to notify the director of any extenuating circumstances concerning their financial responsibility.

Tuition is figured on a yearly basis and divided into equal payments for the school year. Tuition rates remain the same each month of the year regardless of holidays, vacations, absences or emergency closings. Tuition rates may change at the discretion of the board of directors. See Tuition and Fee Schedule for current rates.

Tuition is non-refundable after the 30-day trial period, including for emergency closures. However, tuition will be prorated per day for those beginning after the 1st of the month. See Emergency Closures and Withdrawing from MSCC.

14.2 Scholarships and Subsidies

Scholarships are available for students (and families). Whether you are having difficulties making ends meet for a month or for the year, Mountains Sprouts is dedicated to making sure that programming is accessible to all students. Families may also be eligible for a subsidy through the Department of Children, Youth, and Families (DCYF). MSCC asks that all families seeking tuition assistance through the scholarship program first apply for the Working Families Child Care Subsidy through DCYF.

<https://www.dcyf.wa.gov/services/earlylearning-childcare/getting-help>

14.3 Fees

All fees remain the same during the months with school holidays, vacations, absences, and emergency closings. All fees may change at the discretion of the board of directors. See Tuition and Fee Schedule attached for current rates.

- 1. Enrollment Fee** A one time, non-refundable administration fee is due at enrollment. (see enrollment policies).
- 2. Supply Fee** An annual fee of \$50 to support classroom supplies is charged once annually and due in September.
- 3. Late Pick Up Fee** A late pick-up fee will be assessed for each minute after closing

until the time of pick-up. This policy makes it easier for us to apply the late policy consistently and fairly. It will be greatly appreciated, however, if parents call to notify us if they will be late and give an approximate arrival time so that we can better comfort your child. If this becomes a frequent problem, MSCC reserves the right to dismiss a family from the program.

14.4 Delinquent Accounts Policy

Before tuition payments fall 30 days delinquent, a combined effort between the parent/guardian and the director and/or board of directors shall be made to identify the reason(s) for the delinquency and how to solve the problem. All outstanding debts must be paid before re-entering MSCC. Parents/guardians may choose from the following to options to reconcile unpaid balances:

1. Option A: Immediately pay all back tuition and fees.
2. Option B: Develop a mutually agreed upon contract with the director to be voted upon by the board. Dishonored contracts will result in dismissing child(ren) from the program and/or any unpaid balance sent to collections.
3. Option C: Withdraw from the program with restitution of back tuition being made as soon thereafter as possible.

If Option C is or no option is chosen from above, the MSCC will take the following actions:

Days Delinquent Action

MSCC contacts families with delinquent accounts in writing, in person, or by phone. A 30 day late fee will be assessed on unpaid balances. A 60 day late fee will be assessed for unpaid balances. After 90 days, an unpaid balance will be sent to collections and child(ren) will be dismissed from the program.

Neglect of financial responsibility will be brought before the board by the director, which may result in termination of enrollment. Parents/guardians assume responsibility to pay fees charged to the preschool for non sufficient funds and/or returned checks.

14.5 Cancelations or Absences

The full tuition rate will be charged regardless of absences for regularly scheduled days.

14.6 Withdrawing from MSCC

Two weeks notice must be given before the month of withdrawal . If sufficient notice is given as outlined, prepaid tuition for the month of withdrawal will be refunded. Tuition for the current month will not be refunded. If sufficient notice is not given and tuition for the month of withdrawal has not been paid, prepayment of last month's tuition will be used to cover the vacated spot.

14.7 Payment Method

MSCC accepts electronic payments, cash, check, or money order payable to Mountains Sprouts Children's Community. Payments may be mailed to P.O. Box 2182 or hand-delivered to the payment box inside the Willow covered space. Please do not mail cash.

15: Lunches and Snacks

15.1 Lunch

Lunch and snack time will not be less than two hours and not more than three hours apart. Lunch is not provided by MSCC. Please send your child a hearty, nutritious lunch in a lunch box or bag, along with a no-spill, sport-type bottle or covered tumbler for water. Utensils will not be provided. Please write your child's name on the box/bag and other containers. Our program is dedicated to minimizing our footprint on the environment; please use reusable and recyclable materials to pack lunches if possible. All snack and lunch supplies will be packed in and out in student backpacks.

Washington State Law requires that lunches served to children in daycare, whether provided at the center or from home, meet certain daily nutritional requirements. All lunches must contain: a dairy product (such as cottage cheese, milk, yogurt, or cheese), a meat or meat alternative (beef, fish, poultry, legumes, tofu, or beans), a grain product (bread, cereal, bagel, rice), plus fruits or vegetables (two servings of a fruit, two servings of a vegetable, or one fruit and one vegetable serving). Please limit sugar in prepared lunches.

When accommodating a child's special feeding needs, special diet, religious or cultural preferences, family preference, or other needs, a written food plan must be developed by the teachers and the child's parent or guardian and signed by all parties.

Nutrition Standards for CACFP Meals and Snacks | Food
<http://www.cni-usda.org/formsDocuments/>

Mountain Sprouts may supplement a child's meal that does not comply with USDA CACFP requirements, if necessary.

All Mountain Sprouts staff have completed the state Food Handler Permit training.

15.2 Snacks

Snacks are not provided by MSCC. Please send your child with 2 healthy snacks for classes longer than 4 hours, as required by WA State for long days of attendance.

15.3 Birthdays

On special occasions, such as birthdays, a provider may allow parents or guardians to bring in snacks that may not satisfy the nutritional requirements for all children. The snacks provided must be limited to:

- Store purchased fruits and vegetables (uncut);
- Foods packaged in the original manufacturer containers; or
- Snacks prepared, cooked, or baked at home by parents or guardians of a child in care.
Prior to serving, a provider must receive written permission from each child's parent or guardian stating their child may consume food prepared, cooked, or baked by another child's parent or guardian.

15.4 Dental Hygiene

At least once per day, an early learning provider must offer children an opportunity for developmentally appropriate tooth brushing activities. Tooth brushing activities must be safe, sanitary, and educational. Toothbrushes must be stored in a manner that prevents cross

contamination. The parent or guardian of a child may opt out of the daily tooth brushing activities by signing a written form (included in this packet). At Willow, toothbrushing is offered after lunch.

16: Personal Item Storage

As an outdoor program, Willow does not have space to store or keep clothing. Please bring a backpack each day so that your student is able to carry personal items, such as a change of clothes, water, lunch, snacks. Please take all personal items home each day.

Labeling Property We ask that families label all of their child's items: shoes, extra clothing, lunch boxes, reusable containers, etc.

17: Toys

Please leave toys at home. We provide ample materials for children to play with while on our premises and are able to clean these regularly. If you are interested in donating materials, please contact a teacher or the director.

18: Religion

MSCC is not affiliated with or based upon any specific religion. From time to time we may discuss or participate in various celebrations or philosophies of different religions from all over the world. We welcome families to share their celebrations and holidays with our class.

19: Guests

The director and/or teachers will determine when guests may visit the program. Advance permission must be obtained from the director and/or teacher for visitors and guests. Parents who are visiting the program with their child must stay for the duration of the visit.

20: Volunteers

All volunteers are considered early learning providers that are not to be left alone with children and must be under the supervision of program staff at all times.

All volunteers are required to provide immunization records indicating that they have received the MMR vaccine or have proof of immunity.

Ongoing volunteers must complete a portable background check per WAC 110-300-0100(10)(c)(i), complete health and safety requirements outlined in WAC 110-300-0106(4-10), complete a tuberculosis (TB) test per WAC 110-300-0105.

21: Policy Compliance

Special circumstances related to compliance with MSCC Policies will be decided at the director's discretion, in consultation with the board.

22: Solicitations

There will be no solicitation of other families or students for business purposes except by use of the bulletin board available to all for this purpose.

23: Liability

No parent, guardian, or child shall be liable to third parties for MSCC's acts, debts, liabilities, or obligations. Parents/guardians will, however, be responsible to MSCC for tuition, annual dues, assessments, and for other contractual obligations as agreed to by MSCC and the parent/guardian.

24: Confidentiality

Mountain Sprouts and the Willow program respect the privacy of every child and every family. All records regarding your child's personal information are confidential. Only permitted staff members have access to these records. Mountain Sprouts will always seek your permission to share your information with other professionals.

25: Suggestions

We welcome you to share any concerns, ideas, or comments you might have. You can contact us by writing to our mailing address or email, calling or talking directly to the director.

Hannah Pick, executive director: hannah@mtnsprouts.org. Office phone: 509 548 6880 x229
Robin Moser, finance and administrative coordinator: finance@mtnsprouts.org

[2023-24 MSCC TUITION AND FEE SCHEDULE]

approved 6/15/2023

Enrollment Fee			\$200.00
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Due at time of registration for all new registrations

Annual Supplies Fee			\$100.00
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Charged annually in September for all enrolled students

Evergreen Program Tuition			
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Due the 15 of each month. September 2023 - August 2024

First and last month's tuition is due August 15th

Tuition may increase annually on September 1st at the discretion of the board of directors.

	2 days/week	3 days/week	4 days/week
Monthly rate:	\$510	\$750	\$985

Hours of operation: 9 am - 4pm. Optional early drop off at 8:30 am. Drop off no later than 9:30. Pickup beginning at 3pm

Willow Program Tuition			
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*Due the 15th of each month. September 2023 - June 13, 2024**

First and last month's tuition is due August 15th

Tuition may increase annually on September 1st at the discretion of the board of directors.

	2 days/week	3 days/week	4 days/week
Monthly rate (Extension):	\$510	\$750	\$985
Monthly rate (Preschool):	\$255	\$375	\$510

**1/2 tuition rate is charge for June 2024*

Hours of operation: Extension 9am - 3pm, Preschool 9am - 12pm

Late Pick-up Fee			\$1.00/minute
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Charged per minute after closing

We offer a 10% sibling discount for multiple children enrolled!

Discount applies to the child that attends the fewest days/month. One discount per family.



Informed Consent

The purpose of this form is to outline some of the activities your child can choose to participate in. We want to make you aware of risks associated with these activities. Please note that the teachers have done a thorough site and experience risk assessment for each of these planned activities to ensure your child's safety. While attending Mountain Sprouts programs, your child may be exposed to:

- Tree climbing, small rock climbing
- Hiking through underbrush that may or may not have poison ivy, poison oak, mushrooms, ticks, and mosquitos.
- Walking on uneven terrain.
- Wading in the river that could reach the knees on your child (Willow only).
- Instruction and practice in tool use - hand-held saw, hammer and nails, sandpaper, hand turn drill - fully monitored and carried out with an adult present at all times.
- Free play in the woods and open areas that may have exposed roots and low lying branches.
- Sledding down a steep and icy hill with acceleration.
- Snowshoeing through the woods that may be thick with trees, bushes and low lying branches.
- Cold weather that may affect cheeks, fingers and toes if not dressed appropriately.
- Hot temperatures.
- Hiking in areas where there might be wild animals.
- Walking in public areas where there might be unfamiliar dogs or dogs off leash.

I/We have read through and have been informed of the risks associated with these nature and education programs and the activities that will be available to my child. I am voluntarily allowing my child (children) to participate in these activities and assume all risks of injury that may result. I personally, and on behalf of my child, agree to hold no individual or organization responsible or liable for any injuries that my child receives on account of these activities. Provider and its employees, independent contractors, agents, and representatives are fully released from all liability for all actions taken in providing services at Mountain Sprouts Children's Community.

Parent/Guardian

Signature _____

Printed Name _____

Date _____



Handbook Acknowledgement and Authorizing Consent

Child's Name: _____ Program: _____

Authorizing Consent (please initial):

_____ **What to Bring:** I understand that I am responsible for sending my child to MSCC with the required supplies, weather appropriate clothing, and food.

_____ **Photographs:** I understand there are occasions when photographs of my child will be taken by Mountain Sprouts Children's Community (MSCC) staff for learning/child development documentation, MSCC social media, and marketing purposes. The photos will not identify students by name or be used for any other purposes without further written authorization from parents.

_____ **Parent Involvement:** I understand that membership in this program encourages parent involvement time or involvement through board committees.

_____ **Nature Based Learning:** I give consent for my child to participate in nature based learning opportunities with MSCC staff and volunteers. I understand that large parts of the day are spent outdoors in un-licensed areas.

_____ **Financial Agreement:** I understand that I am financially responsible for tuition and fees associated with enrolling my child in MSCC as shown on the Tuition and Fee Schedule. Payments are due in advance, no later than the 15th of each month. Late fees will be assessed according to the tuition policy.

_____ **Cancellations:** I understand that programs may be canceled due to severe weather, smoke, or safety regulations issued by the Washington Department of Health and that refunds will not be available under these circumstances.

_____ **Policy:** I have seen, read and understand the MSCC policies in the Parent Handbook and in the Emergency Plan.

_____ **Medical Consent:** In case of emergency, I give permission for my child to be taken to the nearest medical facility. When I cannot be reached I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or aid car attendant when deemed necessary or advisable by the physician or aid car attendant to safeguard my child's health. I waive my right of informed consent to such treatment. I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

_____ **Emergency Contacts:** I grant permission for my child to be released to any of the designated emergency contacts if I am unable to pick them up in an emergency or at designated pick up time.

_____ **Classroom Contact List:** I give permission for my contact information (phone and email) to be shared with other class families

Waiver and release of claims: As a parent/guardian in this program/activities, I am aware that my child (children) will be engaging in physically active games and/or play-based activities which could result in his/her injury. I am voluntarily allowing my child (children) to participate in these activities and assume all risks of injury that may result. I personally, and on behalf of my child, agree to hold no individual or organization responsible or liable for any injuries that my child receives on account of these activities. Provider and its employees, independent contractors, agents, and representatives are fully released from all liability for all actions taken in providing services at Mountain Sprouts Children's Community.

I understand that I am fully responsible for the terms of this agreement as stipulated. I have read, understand, and agree to comply with the policy and procedures information for parents given to me by Mountain Sprouts Children's Community.

Guardian/Parent Signature: _____ Date: _____



Sunscreen Permission

Child's name: _____ Date: _____

Please drop your child off at school with sunscreen applied. MSCC Staff will reapply sunscreen as needed. Only students with signed permission by a parent/guardian will have sunscreen applied. If you do not wish to use MSCC provided sunscreen, indicate below and provide us with a personal sunscreen, with your child's name written on it.

• YES! MSCC has permission to apply

©Alba Botanica Sensitive Mineral Sunscreen SPF 30, fragrance free

Active Ingredients: Titanium Dioxide 2%; Zinc Oxide 14.5%

Inactive Ingredients: Water; caprylic/capric triglyceride; dimethicone; ethylhexyl palmitate; sorbitan sesquioleate; glycerin; glyceryl isostearate; butyrospermum parkii (shea butter); polyglyceryl – 3 ricineoleate; helianthus; annuus (sunflower) seed oil; simmondsia chinensis (jojoba) seed oil; vitis vinifera (grape) see oil; aloe barbadensis leaf juice; calendula officinalis flower extract; chamomilla recutita (matricaria) flower extract; tocopheryl acetate; alcohol; magnesium sulfate; polyhydroxystearic acid; silica; sodium chloride; benzyl alcohol; phenoxyethanol.

Parent Name: _____

Parent Signature: _____ Date: _____

• I will provide sunscreen for my child

I give permission for MSCC to apply the sunscreen I provide, that I will bring and label with my child's name and the date written on it.

Parent Name: _____

Parent Signature: _____ Date: _____

Sunscreen Name: _____

Ingredients: _____



Hand Sanitizer Permission

Child's name: _____ Date: _____

MSCC Staff will offer sanitizer to students when hand washing with soap and water is unavailable. Due to the outdoor nature of our program, sanitizer is typically used before and after snack and other times during the day as needed. Proper hand washing techniques are taught and encouraged indoors with access to our facilities. Only students with signed permission by a parent/guardian will use sanitizer.

My child has permission to use hand sanitizer while attending MSCC

Active Ingredients: 70% Ethyl Alcohol.

Inactive Ingredients: Aqua, Acrylates/C10-30 Alkyl Acrylate Crosspolymer, Aminomethyl Propanol, Glycerin, Tocopheryl Acetate

Parent Name: _____

Parent Signature: _____ Date: _____

