



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 12/15/2022 Updated 08/2023
Evergreen Parent Handbook
Mountain Sprouts Children's Community
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Mountain Sprouts Children's Community Evergreen Parent Handbook
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Welcome

Mountain Sprouts Children's Community is a nature preschool with two locations: Willow learns along the river in downtown Leavenworth and Evergreen students learn at Tierra Learning Center in Sunitsch Canyon. Our programs provide 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. MSCC 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.

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 of our preschoolers.

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'wáwšəx'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 Evergreen Handbook Purpose

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

Our programs are licensed under the Washington State Department of Children, Youth and Families and as such it is required to follow specific procedures and guidelines as outlined in the Foundational Quality Standards for Early Learning Programs.

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

[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.

Philosophy

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. MSCC 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.

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 Evergreen 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

Evergreen is our full-day, year-round preschool program. It is licensed under the WA State Department of Early Learning, and has a Level 3 certification through Early Achievers! Each academic year begins in September after Labor Day.

Holidays and closures are subject to change at the discretion of the Board of Directors. Please check the website calendar for closure dates.

Regularly Observed 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**

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

***December 23 through the New Year's Day observed holiday.*

3: Arrivals and Departures

Drop off is between 8:30-9:30 am. Pick up is between 3:00 - 4:00 pm. Drop off and pick up are at the backyard gate, just behind the Red Barn, unless otherwise communicated by your child's teachers. Per WA state licensing regulations, parents have free access to their child at any time.

3.1 Arrivals

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.

If you arrive early, you may accompany your child to our outdoor gathering area until staff arrive at 8:30 am. Students should not be left at our drop off areas without an adult.

3.2 Departures

If someone else will be picking 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. If the person picking up your child is late and cannot be reached, we will contact your emergency contact to pick up.

There is a late fee for picking up after 4 pm. Late pick up fees of \$1/minute apply.
See also: Tuition and Fee Schedule.

4: Daily Flow

- Arrival & free play
- Morning snack and circle
- Morning exploration
- Lunch and read-a-loud
- Quiet or rest time
- Afternoon exploration
- Closing circle
- Departure

5: Emergency Closures

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 road 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 to confirm any changes in our schedule due to weather conditions. Closing the school for any emergency shall be at the discretion of the director.

In winter, Mountain Sprouts follows the Cascade School District closures since they work 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.

MSCC wants to reiterate that as a parent or guardian, you are the final authority as to whether or not you believe it is safe for your child to go to school. If you 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 pause 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. Evergreen does not provide make-up days for all school closures. *See also: Financial Policy.*

5: Attendance

A spot is reserved for each student, no sharing spots between or amongst families is permitted. Tuition is charged at an annual tuition rate billed monthly, based on the number of days enrolled 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 3 or more unplanned absences (no shows), the board of directors may revoke the scholarship

6: Drop-ins

There will be no drop in attendance to other classes. Space-dependent, students may attend their non-regularly scheduled days in their own class to make up for days missed because of illness or other absences. This should be coordinated with the classroom Lead Teacher ahead of time.

7: Extended Absences/Vacations

Tuition continues regardless of attendance. For an extended absence such as a summer trip or 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 by the Washington State Department of Children, Youth, and Families. *See MSCC Disaster Plan for more information.*

- 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 Evergreen program will have extra clothing available in case families forget or do not have access to appropriate clothing for weather.

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 regulations, providers must observe all children for signs of illness when they arrive at the 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 children become ill, providers must determine whether children should be sent home or separated from others. A 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 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 the program premises beginning from the end of the day the head lice,

ringworm, or scabies was discovered. 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 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.

8.5 HandwashingSteps

Mountain Sprouts complies with the following handwashing procedures or those defined by the United States Center for Disease Control and Prevention. Children are strongly 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.
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. Hand sanitizer may be used only after soil and dirt have been cleaned from the hands.

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 (CIS) 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.

MSCC 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. MSCC 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.

8.10 Playground Safety

Playground rules 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 inside the Red Barn just past the desk. 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 Evergreen Program uses the indoor classrooms for students daily for rest time and also 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, Incidents & Insurance

9.1 Notification.

In case of an accident, 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 accident 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 programs.

9.4 Off Site Field Trips.

Staff may not transport students in their personal vehicles for off site field trips. Parents may not transport students, other than their own children, for off-site field trips. A school bus, shuttle, or coach bus can/may be rented by Mountain Sprouts for off-site field trips.

A great deal of thought is given to off site trip destinations and the suitability of the trip site is carefully considered. There must be shady 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 Pets.

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.

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 Evergreen program is located on a site with a pond and streams. Supervision practices are outlined in our emergency procedure manual.

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

We believe in providing children with the tools to communicate their feelings, wants and needs. We believe in reinforcing positive behavior and teaching students appropriate problem solving

skills, ways of communicating, and interacting with others. Encouragement, modeling, teaching, discussion, support, empowerment, and respect, are the foundation of how we manage behaviors. Teachers and the director may decide that meeting with parents to develop a behavior plan to manage behaviors at Mountain Sprouts is beneficial for a student. Plans and decisions are always made as a team with parents.

10.1 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.

11: Communication with Families

Teachers will provide families/caregivers 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. Parent-teacher conferences will be scheduled mid-year and are available upon request. 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 Evergreen.

12: Enrollment Policies

12.1 Eligibility

If requested, parents must provide a certified copy of their child's birth certificate as proof of age for enrollment.

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

12.2 Application

Upon acceptance, the applicant agrees to sign acknowledgment agreements and abide by the MSCC parent handbook policies. Before enrolling, the applicant may be interviewed by the director, and/or teachers. To participate in MSCC, parent's/guardians must have an eligible child, be fiscally responsible, abide by the parent handbook, and read and understand conditions and terms of enrollment. Families are encouraged to volunteer with the program as opportunities arise.

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

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

MSCC families are required to pay a one-time enrollment fee/child, a yearly supplies fee/child/program, and monthly tuition. First and last month's tuition are due upon enrollment. Any exceptions to this policy will be made at the discretion of the board. Each fiscal year begins on September 1st.

12.5 Enrollment Forms and Records.

Parents/guardians 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.

12.6 30-Day Trial Period

Mountain Sprouts 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. A family may also choose to unenroll anytime if they decide MSCC is not the right choice for their child.

If unenrollment occurs during the 30-day trial period, prorated tuition for days not yet attended will be refunded.

See also: Extended Absences/Vacations, Right to Dismiss, and Tuition and Fee Schedule.

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 the parent/guardian 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 caregiver's past record at the school, or a past finding that the caregiver was determined to be not in good standing.

Mountain Sprouts strives to work closely with caregivers and their children on adjustment, and any emotional, physical, or behavioral issues that may present. However, at any point during regular enrollment, the Director and Board of Directors reserve the right to dismiss a child from the program.

A child can be expelled or suspended by the director 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 director, orally or in writing, at least five 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 organization's records. The decision of the board or director shall be final, and shall not be subject to any review or appeal by any court or other persons. *See also: Behavior Management*

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 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. Visit DCYF.wa.gov for more information. You can also access subsidy information as well as the scholarship application on our website.

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 for current rates.*

1. Enrollment Fee: one time, non-refundable administration fee is due at enrollment
2. Supply Fee: an annual fee of \$100 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 if you are late for any reason. 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 care for your child. If this becomes a frequent problem, MSCC reserves the right to dismiss a family from the program.

14.4 Delinquent Accounts

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:

- Option A: Immediately pay all back tuition and fees.
- 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.
- Option C: Withdraw from the program with restitution of back tuition being made as soon thereafter as possible.

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

1. MSCC contacts families with delinquent accounts in writing, in person, or by phone.
2. A 30 day late fee will be assessed on unpaid balances.
3. A 60 day late fee will be assessed for unpaid balances.
4. After 90 days, an unpaid balance will be sent to collections and child(ren) will be dismissed from the program.
5. Neglect of financial responsibility will be brought before the board by the director, which may result in termination of enrollment.
6. Parents/guardians assume responsibility to pay fees charged to the preschool for non sufficient funds and/or returned checks.

14.5 Cancellations or Absences

The full tuition rate is 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. We also accept 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 Evergreen office. Please do not mail cash.

15: Food and Nutrition

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.

Washington State Law requires that lunches served to children in full day programs, 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.

MSCC 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 two - three healthy snacks as required by WA State for long days of attendance. Unless extreme weather guides us indoors, snacks are enjoyed out on the trail and will be packed in & out. Foods like applesauce or yogurt are best saved for lunch.

15.3 Special Occasions

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 IF prior to serving, a provider receives 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 used in an early learning program must be stored in a manner that prevents cross contamination. Parents or guardians may sign a waiver to opt their child out of the daily tooth brushing.

16: Personal Item Storage

Please bring a backpack each day so that your student is able to carry personal items: a change of clothes according to weather, water, lunch, and snacks. Personal items needed for quiet time can be kept in the Barn classrooms.

Please 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 use while on our premises and are able to clean these regularly. Children are encouraged to bring items they have found in nature to share. This kind of sharing is more closely connected to our mission and to creating an equitable learning environment.

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 a child who is not currently enrolled 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), and 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 and newsletter space 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 respects 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 concerns, ideas, or comments you might have verbally or in writing. You may write to our mailing address, phone, email, or talk directly to the site supervisor or director.

The best way to connect (about enrollment or finances) is via email. We are often outside and on the trails and reaching us by landline can be challenging.

Contact information for Mountain Sprouts administrative staff:

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

Your child's lead teacher may give you their personal contact information for easy, daily communication as appropriate. All Sprouts teachers can be reached at their Mountain Sprouts email address teacher name@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 15 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
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**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!			
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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.
- Poor air quality due to wildfire smoke
- 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 ricinoleate; helianthus; annuus (sunflower) seed oil; simmondsia chinensis (jojoba) seed oil; vitis vinifera (grape) seed 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: _____





Tooth Brushing Waiver

Child's name: _____ Date: _____

Per WAC 110-300-0180

DCYF issued new regulations for child care programs that include a requirement for educators to assist children with brushing their teeth if they are eating a meal at school.

Licensed programs must comply with this regulation. However, parents may choose for their child(ren) not to participate in tooth brushing while present at Mountain Sprouts.

Please fill out the information found below. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to start or stop participating in tooth brushing, this form may be resubmitted at any time changing your request. If you would like your child to participate please send in a toothbrush & toothpaste labeled with your child's name.

_____ I do NOT wish to have my child participate in tooth brushing while at Mountain Sprouts.

_____ I DO wish to have my child participate in tooth brushing while in care at Mountain Sprouts.

Signature: _____

Date: _____