

# ***PARENT HANDBOOK***

## ***Asia Pacific Language School Learning Center***

## Table of Contents

PARENT HANDBOOK.....	1
PHILOSOPHY/MISSION STATEMENT .....	3
ENROLLMENT REQUIREMENTS .....	3
LOCATION & HOURS OF OPERATION .....	3
FEES AND BILLING PROCEDURE:.....	4
PROGRAM ACTIVITIES .....	5
Please see attached preschool brochure.....	5
SIGN-IN AND SIGN-OUT .....	6
• Pick up of child .....	6
CHILD ABUSE AND NEGLECT .....	6
BEHAVIOR MANAGEMENT AND GUIDANCE POLICY .....	6
NON-DISCRIMINATION POLICY .....	7
RELIGIOUS AND CULTURAL ACTIVITIES.....	8
TRANSPORTATION .....	8
ILL CHILD POLICY .....	8
MEDICATION MANAGEMENT .....	9
DISASTER PREPAREDNESS PLANS/ EMERGENCIES .....	9
PARENT INVOLVEMENTS .....	9
<b>EXPULSION</b> .....	10
(1) The school promotes consistent care and maximize opportunities for child development and learning, and the school follows expulsion policies and practices, pursuant to WAC <b>110-300-0486</b> . .....	10
CONFIDENTIALITY .....	10
PRE-SCHOOL REGULATIONS.....	10

## **PHILOSOPHY/MISSION STATEMENT**

- To provide a consistent learning environment in which children can safely explore and learn a second language.
- To provide opportunities to children to experience different cultures and to stimulate curiosity and imagination through language learning.
- To help children to develop their emotion skills, social skills, language skills and cognitive skills for future academic success.

## **SCHOOL LOCATION**

APLS Learning Center has a campus and a main office, located at the following places:

Campus: 14042 NE 8<sup>th</sup> Street 1<sup>st</sup> Floor, Bellevue, WA 98007

Main office: 14040 NE 8<sup>th</sup> Street Suite 301, Bellevue, WA 98007

All personal information is kept confidential in the main office, including but not limited to: credit card payment information, employee personal information, domestic violence family information, and more.

## **ENROLLMENT REQUIREMENTS**

Asia Pacific Language School Learning Center (APLS Learning Center) in the following location will care for approximate number of 64 children per day on average. This number is based on the indoor square footage of the childcare center facility as well as the number of teachers on staff.

APLS Learning Center provides care for pre-school, K and 1<sup>st</sup> grade children between the ages of 2 1/2 and 13 years old.

APLS Learning Center strictly complies with Washington State early learning Regulations regarding child-to-staff ratios. Average child-to-teacher ratio at APLS Learning Center is 1:8.

## **LOCATION & HOURS OF OPERATION**

APLS Learning Center:

14042 NE 8<sup>th</sup> Street, 1<sup>st</sup> Floor

Bellevue, WA 98007

Phone: 425-747-4172 & 425-641-1703

APLS Learning Center will accept children from 8:00 AM to 6:00PM, Monday to Friday, except holidays. Extended care is available Occasionally before 8 AM upon request with additional fees.

- *Holidays, Vacations, Miscellaneous Closings*

APLS Learning Center observes following holidays. No tuition adjustment will be made for the holidays during which APLS Learning Center is closed

Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Labor Day  
Independence Day  
Thanksgiving  
Winter Break  
New Year Day

In case of inclement weather, we will follow the Bellevue School District closure policy. For example, if there is a 1- or 2-hour delay, the preschool's opening will also have a 1-2-hour delay. We will try to leave a recording on the answering machine advising you of delays or closings. You may call the school after 6:30am to check the answering machine. Please understand that we do not refund tuition due to closures caused by inclement weather.

The parent must provide APLS Learning Center with two weeks advance written notice of expected family vacations. The pre-school fees will not be adjusted for the time period that a child does not attend because of a family vacation.

### **FEES AND BILING PROCEDURE:**

- *Annual registration Fee and Deposit*

APLS Learning Center charges \$175.00 per child at the time of enrollment. The first \$75.00 is for a non-refundable registration fee, and the deposit of \$100.00 is used to keep a space open for your child. This deposit will go toward the portion of the first month's tuition. The fee is due at the time the Enrollment Application Form is signed.

- *Monthly Tuition & Extra Care Fee (by September 2022)*

#### **Morning Session (9:00am-12:00pm) & Whole day (8:00am-5:30pm)**

<b>Days</b>	<b>Half day program Monthly tuition (AM)</b>	<b>Whole day program Monthly tuition</b>	<b>Extra care Hourly rate (Min. one hour)</b>
5 days	\$895.00	\$1,850.00	\$15.00 for registered students  5:30-6 pm & lunch hour for half day children
4 days	\$815.00	\$ 1,655.00	
3 days	\$675.00	\$ 1,375.00	
2 days	\$525.00	\$ 980.00	

- *Annual Material fee*

*\$75.00 for Half day program (Text books and art supplies)*

*\$100.00 for Whole day program (Text books, art supplies, and sleeping sheets)*

- *Fees for Non-Potty Trained Children*

We arrange teaching assistants to help children with toileting, who are not potty trained yet. Additional fees for non-potty-trained children are required. Parents are required to provide pull-ups (no diapers) and baby wipes.

- *Fees for siblings*

A 10% discount is offered for siblings of enrolled students.

- *Overtime Fees*

APLS Learning Center will charge an overtime fee of \$35 per 30-minute interval during the school's operation time if a child is not picked up by the scheduled time. This overtime fee must be paid with the next scheduled payment.

- *Future Enrollment*

Payment of the registration fee and deposit will hold a pre-school spot open. APLS Learning Center will not hold a pre-school spot open unless the parent has signed the Pre-School policy statement, completed all required forms, and paid the necessary fee. The deposit is refundable if enrollment is cancelled.

- *Termination of Pre-school Services*

At least two weeks advance written notice has to be made to APLS Learning Center before the termination date. Full payment for the two weeks following the written notice must be made.

APLS Learning Center retains the right to terminate a child's enrollment without notice for the following reasons:

- A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made at the sole discretion of the Provider.
- A parent's behavior is threatening or abusive to the other children or providers at the care facility.
- Tuition is 14 days or more delinquent.
- A child is absent for 5 days or longer without contacting APLS Learning Center.

All terminations of this type can be made effective immediately. Upon termination of pre-school services, APLS Learning Center is willing to assist with referrals. However, it is the parent's responsibility to find an alternate pre-school.

- *Billing Procedure*

Tuition is due on the first day of the month. A late fee of \$35.00 will be applied to payments received after the 5th day of the month. ***Please make checks payable to APLS Learning Center. Any payment related with Preschool should be dropped in the office, or to either a coordinator or teachers at the Preschool for record keeping.***

If fees are not paid within 10 days of their due date, the child will not be allowed to attend the facility until all amounts due are received in full.

The parent must pay a \$35.00 fee for all checks returned unpaid. If a check is returned unpaid, all future payments by the parent must be made in cash.

## **PROGRAM ACTIVITIES**

- *Class Schedule*

***Please see attached preschool brochure.***

APLS Learning Center will provide daily activities, toys, and materials appropriate for each child's age level to facilitate the child's physical, intellectual, social, and emotional development.

Toy weapons, such as guns or knives, are absolutely prohibited. APLS Learning Center is not responsible for lost or broken toys brought from home.

- *Snacks & Sack Lunches*

Snack times are as follows: Mid-morning at 10:15AM, and afternoon at 3:00PM & 5PM

APLS Learning Center will provide snacks include but not limit to crackers, fruit, and water/fruit drink.

APLS Learning Center asks parents to provide nuts-free sack lunches. Parents are responsible to provide meals that meet the daily nutritional requirements. The information on daily nutritional requirements is posted on our bulletin board, and a copy of the information will be available upon your request. Lunch box with potentially hazardous foods (such as meats of any type, cooked potato, cooked legumes, cooked rice, sprouts, cut melons or cantaloupes, milk, cheese) should have dry ice packs for fresh keeping.

### **SIGN-IN AND SIGN-OUT**

The parent or other person authorized by the parent to take the child to or from the center must sign in the child on arrival and sign out the child at departure, using their full legal signature and writing the time of arrival and departure. The sign-in and sign-out form is located on the desk in the hallway by the front entrance.

- *Pick up of child*

To ensure the safety of the children attending the pre-school facility, APLS Learning Center has established the following procedures for the drop-off and pickup of a child from its facility: sign-in and sign out in the daily attendant data program.

The parent must inform APLS Learning Center in advance if someone other than the parent will pick up the child. If the parent has not provided APLS Learning Center with such information, the child will not be released to the individual(s), and the parent will be notified.

### **CHILD ABUSE AND NEGLECT**

APLS Learning Center will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

### **BEHAVIOR MANAGEMENT AND GUIDANCE POLICY**

In APLS Learning Center, rules will be explained using age-appropriate approach so that all children under its care know what is expected. When a child understands the rules but chooses not to follow the rules, the Learning Center will redirect the child's choices. Positive reinforcement may be used (not in candy/sweets form) to encourage good choices. If the child still will not accept the re-direction, a short "time out" or break from the activity may follow. If necessary, APLS staff will discuss involvement or options with parent.

Illegal drugs are prohibited in our learning center.

No weapons are allowed to be in the facility.

Corporal punishment is forbidden in APLS Learning Center.

### **Bullying – Zero Tolerance Policy**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of

fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

### **Physical restraint**

Physical restraint must only be used if a child's safety or the safety of others is threatened, and must be:

- (a) Limited to holding a child as gently as possible to accomplish restraint;
  - (b) Limited to the minimum amount of time necessary to control the situation;
  - (c) Developmentally appropriate; and
  - (d) Only performed by early learning providers trained in a restraint technique.
- (3) No person may use bonds, ties, blankets, straps, car seats, highchairs, activity saucers, or heavy weights (including an adult sitting on a child) to physically restrain children.
- (4) Licensees, center directors, assistant directors, program supervisors, lead teachers or trained staff must remove him or herself from a situation if they sense a loss of their own self-control and concern for the child when using a restraint technique if another early learning provider is present. If an early learning provider observes another staff using inappropriate restraint techniques, the staff must intervene.
- (5) If physical restraint is used, staff must:
- (a) Report the use of physical restraint;
  - (b) Assess any incident of physical restraint to determine if the decision to use physical restraint and its application were appropriate;
  - (c) Document the incident in the child's file, including the date, time, early learning program staff involved, duration and what happened before, during and after the child was restrained;
  - (d) Develop a written plan with input from the child's primary care or mental health provider, and the parents or guardians, to address underlying issues and reduce need for further physical restraint if:
    - (i) Physical restraint has been used more than once; and
    - (ii) A plan is not already a part of the child's individual care plan.
  - (e) Notify the department when a written plan has been developed.

### **NON-DISCRIMINATION POLICY**

It is the policy of APLS Learning Center that no person shall be subjected to discrimination because of race, color, national origin, gender, sexual orientation, including gender identity, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory handicap.

APLS Learning Center does not discriminate against children, families, or staff with disabilities. Children, families and staff with sensory, mental or physical disabilities are encouraged to participate in all the activities and opportunities at the center. We assess children on an individual basis to determine whether a child with special needs can be cared for at our center

with reasonable accommodations.

We are committed to treating all families with dignity and respect for their individual needs and differences.

This policy applies to every aspect of the agency's programs, practices, policies, and activities, including client services and employment practices.

### **RELIGIOUS AND CULTURAL ACTIVITIES**

APLS Learning Center is not facilitated with the Church, where it is located in.

We will introduce Chinese, Japanese, and Western cultures through our programs. We respect and facilitate the rights of the child in care to observe the tenets of the child's faith, consistent with state and federal laws, and we will not punish or discourage the child for exercising

### **TRANSPORTATION**

For children under 5-year-old, APLS Learning Center will not provide any activities that require transportations outside of the Center. For children ages 5 and up, fieldtrips are provided occasionally based on curriculum needs.

For children over 5-year-old, the school provides transportation to pick up students from local schools for after school care and after school language classes. The school also provides transportation for school's summer language camp for fieldtrips. All parents shall sign a transportation consent form to allow the children to be transferred by school vans.

### **ILL CHILD POLICY**

The goal of APLS Learning Center is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the pre-school facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the pre-school facility will be made at the sole discretion of the provider.

This policy applies to the following symptoms:

- a. Fever of 100 degrees F
- b. Persistent diarrhea
- c. Continuous coughing
- d. Irregular breathing
- e. Unusual rashes
- f. Vomiting
- g. Yellowish color to the eyes or skin
- h. Swallowing difficulty

If a child exhibits any of these symptoms while present at the pre-school facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the pre-school facility until the parent arrives.

APLS Learning Center will notify the parent of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the pre-school facility.



The parent is expected to inform APLS Learning Center of any illness or problem of a child that might affect other children at the pre-school facility.

The parent is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the pre-school facility. Call and inform us the child is sick. No tuition credit will be made for sick days. However, we allow students to have 3 make-up days per quarter for any absences.

APLS Learning Center will not administer prescription or over-the-counter medication to a sick child. All medications must be in the original container with the child's name on it.

### **MEDICATION MANAGEMENT**

Medication will only be given with prior written consent of the child's parent/ legal guardian. This consent (Medication Authorization Form) will include the method of administration, frequency, duration (start and stop dates), special storage requirements, and any possible side effects.

### **DISASTER PREPAREDNESS PLANS/ EMERGENCIES**

In case of disaster (such as an earthquake), the director and staff at APLS Learning Center will take every precaution necessary to keep your child safe. We will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all-out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the center for the day.

In case of an earthquake, following is the procedure that we follow.

1. We will immediately seek shelter under the tables and cover our heads with our hands.
2. One staff member will open the door, so that no one is trapped inside.
3. During an earthquake, book shelves, cabinets and light bulbs may fall. Therefore, we will try to avoid these areas. We will also move away from the windows, as they may break.
4. We will eventually resume activities after the shaking stops, but we will still take careful precautions in case of aftershocks.
5. We will stay put and wait until the director lets us know it's safe to move. We will keep calm so as not to make the children panic.
6. If the shaking lasts for 5 minutes or longer, we will go outside. (The building may collapse.)
7. We will quickly and quietly make our way outside.
8. We will seek refuge away from buildings and trees.

If disaster or emergency occurs, APLS Learning Center will first try to reach the parent. If the parent cannot be reached, APLS Learning Center will then contact the child's emergency contact person(s) as listed in the Pre-School Enrollment Application. If you do not receive any response from us in an hour, please call us first for a further instruction. If phone lines are down and we cannot be reached, please come to pick up your child as soon as possible. Please be careful when driving to pick up your child.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated using antiseptic and a bandage by staffs at APLS Learning Center. APLS Learning Center will inform the parent of the minor injury and the treatment provided.

### **PARENT INVOLVEMENTS**

APLS Learning Center will value parent involvements. You are welcome to come to our center as our volunteers (such as lunch helpers and classroom helpers). Also, if you have special talents to share with our students, please contact the director or office manager for a further instruction.

## **EXPULSION**

- (1) The school promotes consistent care and maximize opportunities for child development and learning, and the school follows expulsion policies and practices, pursuant to WAC [110-300-0486](#).
- (2) The school may expel a child only if:
  - (a) The child exhibits behavior that presents a serious safety concern for that child or others; and
  - (b) Our program is not able to reduce or eliminate the safety concern through reasonable modifications.
- (3) If a child is expelled, the school should:
  - (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.
- (4) The school will report to the Department of Children, Youth and Families when children are expelled. The information should 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.

## **CONFIDENTIALITY**

APLS Learning Center will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

## **PRE-SCHOOL REGULATIONS**

APLS Learning Center operates in full compliance with the Washington State Administrative Code (WAC) and local pre-school regulations.