



# Parent Handbook

## **Laurelhurst:**

Laurelhurst Elementary School  
4530 46<sup>th</sup> Ave. NE • Seattle, WA 98105  
Office: 206-523-3123  
E-mail: laurelhurst@laserchildcare.org

## **Bryant:**

Bryant Elementary School  
3311 NE 60th St. • Seattle, WA 98115  
Office: 206-525-9160  
E-mail: bryant@laserchild.care.org

**Website:** [www.laserchildcare.org](http://www.laserchildcare.org)

**Executive Director:** [manna.ghandi@laserchildcare.org](mailto:manna.ghandi@laserchildcare.org)

**Board of Directors:** [board@laserchildcare.org](mailto:board@laserchildcare.org)

Revised August 2017  
by the LASER Executive Director and  
LASER Board of Directors  
Emails and Fees Updated August 2017

# LASER Childcare Parent Handbook

## Table of Contents

<b>I.</b>	<b>Welcome to LASER Childcare (“LASER”)</b> .....	<b>4</b>
A.	Overview of LASER .....	4
B.	Mission Statement.....	4
C.	Locations (Laurelhurst and Bryant) and Transportation.....	4
D.	Licensing and Nonprofit Status .....	5
E.	Non-Discrimination .....	5
F.	Religious and Cultural Diversity .....	5
G.	Americans with Disabilities Act (ADA) Compliance and Special Needs .....	5
H.	Harassment, Intimidation, or Bullying.....	5
I.	No Right to LASER Services .....	6
<b>II.</b>	<b>Program Schedule and Hours</b> .....	<b>6</b>
A.	School Year Hours and Holiday Closures .....	6
B.	Sample Daily Routine for the After-school Program and Camps.....	7
	After-school.....	7
	Wednesday Early Release .....	7
	Full Day and Summer Day Camp Schedule.....	7
	Full Day and Summer Day Camp Field Trip Days .....	7
C.	Transitions: Inside and Outside .....	7
D.	Transitions: Field Trips.....	8
<b>III.</b>	<b>Policies and Procedures</b> .....	<b>8</b>
A.	Absences and Schedule Changes .....	8
B.	Sign-in for Camp Days .....	8
C.	After-school Procedures.....	8
D.	Early Release and Day Camp Programs .....	9
E.	Permanent Registration Changes .....	9
F.	Rules of Conduct and Program Termination .....	9
G.	Babysitting, Hiring, and Socializing with LASER Employees .....	10
H.	Toys, Items from Home, & Responsibility .....	10
I.	Snow and Emergency Closure .....	10
J.	Children Picked Up Late or Left at LASER after 7:00 p.m.....	10
K.	Child Abuse and Neglect Policy .....	10
L.	Confidentiality .....	11
M.	Pet Policy.....	11
<b>IV.</b>	<b>Registration and Fees</b> .....	<b>11</b>
A.	LASER Registration .....	11
B.	Re-Registration Required Annually.....	11
C.	Emergency Contacts .....	12
D.	Deposits and Cancellation Notices .....	12
E.	Current LASER Fees .....	12
1.	School Year After-school Program (Monthly) .....	12
2.	Day Camp (Daily).....	13

3.	Summer Camp (Weekly) .....	13
4.	Drop-in Fees for Children Not Regularly Attending LASER .....	13
5.	Counselor-in-Training (CIT) Fees .....	13
F.	One Free Week of Tuition Each Year.....	13
G.	Family and Board Discounts.....	13
H.	Past Due Policy, Late Payments, and Returned Checks .....	14
I.	After-school Program Phone Calls: Policy and Fees.....	14
J.	Late Pick-ups: Policy and Fees .....	14
K.	Scholarships and Subsidies .....	14
L.	Refund Policy.....	15
<b>V.</b>	<b>Overview of Activities.....</b>	<b>15</b>
A.	After-school Program.....	15
B.	Laurelhurst Enrichment After-school Programs (LEAPs).....	15
C.	Day Camps and Summer Camp .....	15
D.	What to Wear and Bring .....	16
E.	Labeling and the Lost and Found.....	16
<b>VI.</b>	<b>Health Matters .....</b>	<b>16</b>
A.	Snacks and Lunches .....	16
B.	Allergies or Special Dietary Requirements.....	16
C.	Nut-free Environment .....	17
D.	Sickness and Injuries.....	17
E.	Lice Policy .....	17
F.	Medications.....	17
<b>VII.</b>	<b>Discipline.....</b>	<b>18</b>
A.	Approach to Discipline .....	18
B.	Serious Disciplinary Problem Policy .....	19
<b>VIII.</b>	<b>Family Involvement .....</b>	<b>19</b>
A.	Visiting LASER.....	19
B.	Feedback and Suggestions .....	19
C.	Problem Resolution (Resolving Family Concerns) .....	19
D.	The LASER Board of Directors.....	20

## **I. Welcome to LASER Childcare (“LASER”)**

### **A. Overview of LASER**

LASER is a nonprofit 501(c)(3) organization formed in January 1984, by parents of children at Laurelhurst Elementary School, and incorporated as “Laurelhurst After-school Enrichment Rooms” or “L.A.S.E.R.”. Since 2013-14, LASER has operated an additional site at Bryant Elementary School. The nonprofit and its programs now go by the name “LASER Childcare”.

LASER is a scheduled enrichment program with a staff of qualified personnel who are committed to providing excellent programming for children. LASER is directed by an Executive Director and overseen by a volunteer Board of Directors. During the school year, LASER provides a licensed after-school enrichment program for children attending kindergarten through sixth grades. During in-service days during the school year, vacation periods, and over the summer, LASER operates a day camp for children ages 5-12. During the school year and summer, LASER periodically provides a Parent Night Out for children ages 5-12.

### **B. Mission Statement**

LASER is a non-profit organization providing high-quality, year-round childcare to families in Northeast Seattle. We provide safe, fun, and enriching programs to help elementary-age children grow and thrive at school-site locations. By building bridges between school, work, and home schedules, LASER strengthens families and our community.

LASER meets the needs of children by creating an environment that:

- Offers children a base of warmth and security provided by caring adults, so they can all grow, respect, and enjoy one another
- Is exciting—yet safe
- Fosters independence while being nurturing
- Allows flexibility and choice in a structured environment
- Encourages creativity through enrichment activities

### **C. Locations (Laurelhurst and Bryant) and Transportation**

At Laurelhurst Elementary School, LASER is based in portable buildings on the north school playground and uses other school facilities on a contract basis. These portables are owned and operated by LASER for its own use. Since 2016, these portables are being shared with Laurelhurst Elementary School. LASER uses dedicated childcare school space at Bryant and since 2016 LASER shares this space with Bryant Elementary School during the day. LASER also uses other school facilities on a contract basis at Bryant and Laurelhurst Elementary School.

LASER leased mini-buses in mid-2013, and transportation may be available for children attending one school but receiving childcare at another location. Please contact the Executive Director if you are interested in LASER’s transportation options. There is a fee associated with this service.

In some instances, Seattle Public Schools may provide transportation to one of our LASER sites via school bus. This must be arranged through Seattle Public Schools transportation department. If using this service, please communicate your child's bus route number, drop-off or pick-up location, and anticipate drop-off or pick-up time. LASER may be able to send staff to pick-up students from the bus stop.

#### **D. Licensing and Nonprofit Status**

LASER is licensed by the State of Washington, Department of Social & Health Services. Additionally, LASER is a nonprofit 501(c)(3) organization.

#### **E. Non-Discrimination**

LASER does not discriminate against anyone on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or disability.

#### **F. Religious and Cultural Diversity**

LASER is an inclusive environment, in which we celebrate diversity by enjoying various festivals and holidays throughout the year.

#### **G. Americans with Disabilities Act (ADA) Compliance and Special Needs**

LASER does not discriminate on the basis of learning, physical, or developmental disabilities. We comply with the ADA, and make reasonable accommodations for children with special needs as long as we are able to provide these services and there is no undue hardship on LASER. **In order for LASER to help your children, you will need to inform LASER of any special needs, including the existence of an IEP or 504 plan. The Seattle School District does not share such information with LASER, which is an independent childcare program.**

#### **H. Harassment, Intimidation, or Bullying**

LASER does not tolerate harassment, intimidation, or bullying, and any instances should be reported promptly to a LASER Site Supervisor or Site Director, or to the LASER Executive Director. "Harassment, intimidation, or bullying" means:

any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or employee or damages the student's or employee's property or
- Has the effect of substantially interfering with a student's education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or
- Has the effect of substantially disrupting the orderly operation of the program

<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>; see also <http://www.stopbullying.gov/laws/washington.html>.

Any allegation or finding of child/vulnerable adult abuse or neglect will be reported to Department of Social and Health Services or Child Protective Services (C.P.S.) within 24 hours.

## **I. No Right to LASER Services**

LASER reserves the right to refuse service for any lawful reason, including but not limited to:

- Failure by parents or children to treat LASER employees and children respectfully and appropriately;
- Failure to follow the rules set forth in this Parent Handbook or otherwise communicated by LASER; or
- Failure to pay fees due in a timely manner.

Service may be refused at any time by the Executive Director, who will notify the LASER Board of Directors of any refusal of services.

## **II. Program Schedule and Hours**

LASER operates an after-school program at Bryant and at Laurelhurst on all regularly scheduled school days. In addition, LASER extends its hours for parent-teacher conference days and other early dismissal times. LASER is open on teacher in-service days and school vacations for day camp.

Several days during the year, LASER closes for a few days for program transition or staff training, such as at the end of the school year and at the end of the summer. Schedule changes will be emailed in advance and posted on the website; see the emailed LASER newsletters and the LASER website.

### **A. School Year Hours and Holiday Closures**

LASER office hours are 10:00 a.m. to 6:30 p.m., Monday through Friday. LASER after-school care hours are 2:25 p.m. to 6:30 p.m. Monday through Friday, except for Wednesday early release with the after-school program starting at 1:10 p.m. LASER is closed on the following holidays:

- Labor Day
- Thanksgiving and the following day
- Christmas Day (and sometimes the preceding or following day)
- New Year's Day (and sometimes the preceding or following day)
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Fourth of July (LASER summer camp)

## B. Sample Daily Routine for the After-school Program and Camps

### After-school

2:25 - 3:30	Sign-in/Afternoon meeting/First snack
3:30 - 4:00	Free play
4:00 - 4:30	Homework/Quiet activities
4:30 - 5:30	Enrichment activities/Clubs/Group game
5:30 - 6:00	Second snack
6:00 - 6:15	Free play/Clean up
6:30	Close

### Wednesday Early Release

1:10 - 1:15	Sign-in/Afternoon meeting
1:15 - 2:30	Enrichment activities/Group game
2:30 - 3:30	First snack
3:30 - 4:00	Free play
4:00 - 4:30	Homework/Quiet activities
4:30 - 5:30	Enrichment activities/Clubs/Group game
5:30 - 6:00	Second snack
6:00 - 6:15	Free play/Clean up
6:30	Close

### Full Day and Summer Day Camp Schedule

7:30 - 8:30	Open/Free play/ Enrichment activities
8:30 - 9:00	Morning snack
9:30 - 10:00	Enrichment activities/Small group activities
10:00 - 10:30	Morning meeting/Getting ready for the field trip
10:30 - 4:30	Fieldtrip
5:00 - 5:30	Snack
5:30 - 6:30	Group Game/Inside quiet activities
6:30	Close

### Full Day and Summer Day Camp Field Trip Days

During summer and day camps, LASER schedules exciting field trips, swimming opportunities, and other large group activities. Children should arrive **no later than 10:00 a.m.** Children should be prepared to ride on buses or public transportation, or walk to nearby activities. Field trips are subject to change. On camp days, LASER closes at 6:30 p.m.

## C. Transitions: Inside and Outside

While a child is checked in to LASER's care, transitions from outside and inside and from care site to care site are supervised by a staff member at all times.

## **D. Transitions: Field Trips**

On field trip days, LASER staff take attendance in the morning by calling everyone by name (additionally asking if anybody had not been called to ensure correct attendance), counting all children, and matching both counts. Staff will have a copy of the original attendance list of each child in the group and will be doing various head counts and checks before, during, and after each field trip.

## **III. Policies and Procedures**

### **A. Absences and Schedule Changes**

If your child is absent, no tuition credits or makeup days will be given; tuition remains the same whether or not your child attends. It is the parent's responsibility to promptly notify LASER if a child will be absent from a scheduled program. Follow-up fees may apply in the case of un-notified absences from the after-school program. LASER charges a \$1 per phone call fee for each call made to follow up when a child does not show up as scheduled. Voicemail is available to record your absence message 24 hours a day at (206) 525-9160 (Bryant) and (206) 523-3123 (Laurelhurst); alternatively, you may notify the applicable care site via email at laurelhurst@laserchildcare.org (Laurelhurst), or bryant@laserchildcare.org (Bryant).

Please also keep your child's Counselor informed of your child's schedule and any changes, as this is not LASER's responsibility. If your child attends LASER part-time and rides a bus, it might be helpful to put a reminder in your child's lunch box on LASER days and inform the Counselor.

### **B. Sign-in for Camp Days**

LASER camps open at 7:30 a.m. and children may not arrive earlier. Children must be signed in by a parent or another authorized adult. Licensing and safety requires a full signature on the sign-in sheet. Children may not legally sign themselves into the program. If parents fail to sign-in their children, the child may be suspended or removed from the program.

### **C. After-school Procedures**

During the school year, a LASER staff member signs in children when school is dismissed, and attendance is checked. If a child will be absent, it is the parent's responsibility to contact LASER in advance by telephone, email, or note. If no notice was given, staff will attempt to contact parents if a child does not arrive on regularly scheduled days. A \$1 fee will be charged for each after-school phone call made if LASER was not advised that a child would be absent. LASER has the right to discontinue care to parents who repeatedly fail to give notice of their child's afternoon absences.

All children picked up from LASER must be signed out by a parent or other authorized adult at least 18 years of age. To be authorized, an adult must be (1) listed as such on the child's information card or (2) have been given written permission by the parent to pick up the child. If necessary, a parent may call LASER and give verbal authorization, providing the full name of



the authorized person. LASER staff will check the ID of the authorized person when they arrive to pick up the child. All adults are required to use their full signatures on sign-out sheets.

#### **D. Early Release and Day Camp Programs**

During the school year, LASER provides coverage during early release days to participants in the after-school program. Early release hours are covered in your monthly fees. LASER also schedules day camps for teacher in-service days, as well as vacations (winter, mid-winter, and spring). Day camp sign-ups are posted well in advance of each vacation program. Fees for day camp are calculated separately from the regular monthly fees and will be recorded in your statement. LASER reserves the right to limit enrollment during day camp days due to licensing regulations or staffing concerns. Fees will be based on sign-up, regardless of actual attendance.

#### **E. Permanent Registration Changes**

Requests for schedule changes cannot be guaranteed, but every effort will be made to accommodate children on a space available basis.

- To make a permanent schedule change during the school year, you must provide **two weeks' prior written notice via email.**
- During the two-week notification period, previously contracted fees will be charged. During the summer program, **three weeks' prior written notice** via email is required to receive credit for a planned absence.

#### **F. Rules of Conduct and Program Termination**

Any parent, parent representative, child, or LASER employees who display any of the following behaviors may be prohibited from participating in LASER's programs or in any LASER activity:

- No child or adult will be verbally or physically abused at LASER or at any LASER activity.
- No child or adult will be harassed. This includes unwanted physical contact, intimidation or bullying; sexist or racist comments; or comments of a sexual nature to a parent, child, or employee at LASER.
- No alcoholic beverages or illegal substances will be allowed at LASER or at any LASER activity. No child will be released to anyone who appears intoxicated or under the influence of drugs.
- Smoking and vaping are prohibited at LASER or at any LASER activity.
- Possession of any type of firearm or weapon at LASER or during any LASER activity is prohibited at all times (with the exception of law enforcement personnel).

Anyone in the LASER community who feels harassment has taken place should promptly inform the Executive Director or a member of the LASER Board. LASER reserves the right to immediately refuse service to anyone for any of these prohibited activities. LASER also reserves the right to discontinue service if your child has been suspended from the school for any of the above behaviors.

## **G. Babysitting, Hiring, and Socializing with LASER Employees**

LASER employees are prohibited from performing babysitting, nanny services, or other childcare or services outside the scope of their LASER employment for anyone connected with a LASER family. Such arrangements create conflicts of interest and are not in the best interests of the children. Similarly, LASER families are discouraged from including LASER employees in their social networking, including via electronic media.

## **H. Toys, Items from Home, & Responsibility**

LASER recommends that all electronic devices, toys, jewelry, money or other personal belongings either stay at home or in the child's backpack. LASER is not responsible for personal belongings or money brought to any of its programs.

## **I. Snow and Emergency Closure**

If Seattle Public Schools are closed unexpectedly, including due to snow or inclement weather, LASER will be closed. Updates will be posted on the website whenever possible. When time permits, parents will be emailed about upcoming closures.

In the event of an unscheduled early school closure, LASER will plan to be open for two hours after the closure, using available staff and volunteer parents. Parents will be notified by phone or email of closure and should make every effort to pick up their children as soon after the closure as possible. If a parent is unable to pick up the child within two hours (or earlier, if LASER determines two hours is impracticable), staff will call emergency contacts. If no one is reachable, the Executive Director or a Board Member will take over responsibility for the children until an authorized person is available. If children are taken to another location, signs will be posted at LASER with complete information.

## **J. Children Picked Up Late or Left at LASER after 7:00 p.m.**

LASER closes at 6:30 p.m. during the regular school year and on camp days. Late fees are assessed at the rate of \$10 for the first 1-10 minutes (e.g., 6:31 p.m. to 6:40 p.m.), and \$2 per minute thereafter. At 6:40 p.m. staff members will attempt to contact parents/legal guardians or other authorized persons and emergency contacts. After 7:00 p.m., staff will notify the Executive Director and/or a Board member if a child remains at LASER. Appropriate actions may necessitate calling law enforcement and Child Protective Services. In the case of repeated late pick-ups, LASER reserves the right to refuse further service.

## **K. Child Abuse and Neglect Policy**

Washington State law requires that all childcare providers who suspect that a child in their care has been abused or neglected must make a report. The Executive Director or staff person will make an official report on behalf of the center to Child Protective Services (C.P.S.) or law enforcement. Reports are kept confidential. Referrals are made to C.P.S. without conferring with parents.

Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it raises an inquiry about the health of a child. Making a report can be the beginning of a process to help parents with their problems and to protect the children.

**Current C.P.S. reporting policy requires all mandated persons must report any incidents of child sexual play (even when potentially developmentally appropriate) and any incidents of sexual harassment. It is C.P.S.'s intent to track these incidents to see if any pattern develops. It is not LASER's choice to determine whether an incident should be reported.**

## **L. Confidentiality**

While staying in tune with the children in our program, we often learn of very private family matters. We need to know about these matters because they affect the children. The ethics of our profession and the expectation of LASER is that information of a confidential nature is disclosed only to those with a need to know. Please bring all concerns (e.g., no-contact or protection orders, change in parenting plans, custody arrangements, etc.) to the attention of the Executive Director.

## **M. Pet Policy**

LASER may keep pets at its sites. These pets will be a type to be kept in terrariums or aquariums with no access for children to touch the pets. Parents of children with any allergies to pets should promptly communicate with the Site Directors or the Executive Director. Currently, LASER at Laurelhurst has two lizards in a terrarium.

## **IV. Registration and Fees**

### **A. LASER Registration**

Before a child may attend, registration materials must be completed, signed, and returned to LASER. This includes an application and an immunization form. A one-time non-refundable registration fee, currently \$100, is required for each new child entering LASER. LASER maintains waiting lists for the days that the capacity is full. There is a \$5 non-refundable application fee for the online registration.

You may register for day camps during the school year by signing up online. There is no registration fee for day camps during the school year.

### **B. Re-Registration Required Annually**

You must annually re-register your child for LASER's school year program and summer day camp. **If you do not submit your registration materials in time, your child may not have a place in the LASER program, even if he or she attended previously.** If your child is not

admitted into your first-choice LASER program, you will have the option to be placed on a waiting list.

### **C. Emergency Contacts**

At time of registration, parents provide emergency contacts. Emergency contacts are adults who can assist your child when you are unreachable. Please remember to inform LASER about changes in address and telephone numbers for yourself or your designated emergency contacts. Current contact information is most important during such events as a medical emergency, snow storm, earthquake, or power failure. At least one contact must live within sufficient proximity to reach the school by walking if necessary in the case of an emergency affecting other forms of transportation.

### **D. Deposits and Cancellation Notices**

The following deposit is required upon registration to hold space for your child: one month of after-school fees; or half the summer camp fees for summer camp. The deposit is applied toward the last month's school year program tuition or last part of the child's summer day camp tuition, as applicable.

Your deposit is refundable only if proper cancellation notice has been given: 2 weeks' prior notice for after-school programs; or 3 weeks' prior notice for summer camp. In all other cases, deposits are non-refundable in the event of cancellation.

If day or summer camps are booked and you are interested in registering your child, you may call to check whether there is availability due to unexpected cancellations.

### **E. Current LASER Fees**

The LASER Board approves all fee schedules, and rates are subject to change at the discretion of the Executive Director and LASER Board. If applicable, additional special fees may be assessed for late pick-ups, late payments, after-school phone calls (if LASER was not advised that a child would not be attending), and special camp program fees, as provided in this Handbook or as specified by the Board from time to time.

#### **1. School Year After-school Program (Monthly)**

The 2017-18 monthly fee is computed based on the average of all days of the after-school program (10 months). No proration is given, regardless of the days scheduled in a given month or your children's actual attendance. **There is no additional charge for early-release days.** Fees are billed the first of every month, and are due upon receipt of the statement (bills are emailed, if you would like a hard copy of the invoice, please email [billing@laserchildcare.org](mailto:billing@laserchildcare.org)). Late fees are assessed for payments received after the 15th of the month.

LASER @ Bryant and Laurelhurst Elementary  
2017-18 After-school Monthly Childcare Fees

# of Days per week	PM care per month
5 days	\$425
4 days	\$378
3 days	\$285
2 days	\$192
1 day	\$99

**2. Day Camp (Daily)**

Day camp fees will be \$55/day for the 2017-2018 year. These days include winter, spring, summer programs, and teacher in-service days. These fees are in addition to regular monthly fees. Parents may not be able to pick up their children mid-day on camp days due to field trips.

**3. Summer Camp (Weekly)**

Fees are calculated by week and are due every Monday. Bills are e-mailed. Fees for summer camps are set in the spring. As a reference point, 2017 summer camp fees are \$250 per week, unless specified otherwise.

**4. Drop-in Fees for Children Not Regularly Attending LASER**

If space is available, at the discretion of the LASER Director, children may attend LASER at the following per-child daily rates: \$40 for regular afternoon care; \$50 for afternoon care on early release days.

**5. Counselor-in-Training (CIT) Fees**

LASER runs a CIT program for children in middle school. CIT's must apply and be accepted. Fees for CIT's are \$45 per month during the school year, and \$50 per week for summer camp. Day camp during the school year is \$10 per day for CIT's.

**F. One Free Week of Tuition Each Year**

LASER families are allotted one free week of tuition per child each school year. The free week may be used any month after tuition has been paid on-time for three straight months, and your account is current. We will deduct the equivalent of one week's tuition from your December bill unless you notify us by November 15 of a preferred month for the discount.

**G. Family and Board Discounts**

If you have 2+ children enrolled in after-school program with the same daily schedule, each child receives a 10% discount. This does not apply to day camps or summer camp.

Parents who serve on LASER's Board receive a 10% discount on after-school care and summer camp.

Children of LASER employees receive a 10% discount for after-school care, day camps, and summer camps. The child needs to be 5-12 years old and cannot be in the same group as parents at LASER. Sub employees do not benefit from this discount.

## **H. Past Due Policy, Late Payments, and Returned Checks**

For the after-school program, LASER bills for monthly tuition at the beginning of the month, and it is immediately due. Day camps are payable at the time of registration or may be added to the after-school bills. LASER bills for summer camp on the first day of the week and it is immediately due.

If you anticipate difficulty making a payment on time, promptly communicate with the Executive Director to discuss alternative arrangements. A \$25.00 charge will be assessed if fees are paid after the fifteenth of the month during the school year. If you are given a past due notice and we do not receive payment in full by the last day of the month, care may be suspended immediately until payment is received. A \$35.00 charge will be assessed if a check is returned to LASER.

## **I. After-school Program Phone Calls: Policy and Fees**

**If your child will not be attending the after-school program as scheduled, LASER requires advance notification by way of a phone call, email, or written note.** If your child is scheduled to attend the after-school program and does not show up, a LASER staff member will call you or others on your emergency card. LASER currently charges \$1 for every phone call made to confirm your child's absence.

## **J. Late Pick-ups: Policy and Fees**

LASER closes at 6:30 p.m. during the regular school year and on summer or camp days. Late fees are assessed at the rate of \$10 for the first 1-10 minutes and \$2 per minute thereafter. At 6:40 p.m. staff members will attempt to contact parents/legal guardians or other authorized persons and emergency contacts. After 7:00 p.m., staff will notify the Executive Director and/or a Board member if a child is at LASER. Appropriate actions may necessitate calling law enforcement and Child Protective Services (C.P.S.). In the case of repeated late pick-ups, LASER reserves the right to refuse further service.

## **K. Scholarships and Subsidies**

LASER is committed to helping families gain access to quality childcare regardless of their financial situation. LASER has contracted with State of Washington, Department of Social & Health Services (D.S.H.S.) and the City of Seattle to accept payments from these sources. Information about these and other subsidy programs is available upon request. A limited number of LASER scholarships are available to parents who do not qualify for D.S.H.S. or City of Seattle subsidies. Scholarship applications may be requested from the Executive Director, who

will make every effort to keep scholarship application information anonymous whenever practicable. Scholarship forms also are available on the LASER website.

## **L. Refund Policy**

No refunds are given for sick days or individually chosen vacation days. Registration fees will be refunded if LASER is unable to accept a child due to space availability. Pre-paid monthly fees are refunded on a prorated basis if you give at least two weeks' notice that your child will be discontinuing care. Exceptions may be made by the Executive Director on a case-by-case basis.

## **V. Overview of Activities**

### **A. After-school Program**

In the after-school program, children take part in a structured day including afternoon meeting, snack, homework, enrichment club time, and free time. Although LASER staff can provide a quiet area for homework and can encourage your child to do their homework, LASER cannot be responsible for making sure that your child does their homework. Staff will be available to answer homework questions, but extensive tutoring cannot be provided.

Enrichment clubs may include group games, cooking, music, robotics, comic book club, language, environmental education, arts & crafts, 4-H, science, gardening, and drama. Occasionally, a small fee may be assessed. Children are not required to take part in any particular activity, but they are encouraged to do so. Activities are led by our regular staff and specialized instructors. Each child-care area serves a specific age group allowing staff to provide developmentally age-appropriate activities. Enrichment areas reflect the interests of the children. A staff to child ratio of 1:10 is our goal at all times. This allows staff to focus individually on each child's needs.

### **B. Laurelhurst Enrichment After-school Programs (LEAPs)**

LEAPs is a program managed by LASER at Laurelhurst which offers enrichment classes to the school and surrounding community in the afternoons. Classes have included drama, coding, art, Zumba, Legos, tennis, golf, chess, etc. These classes are offered in the Fall and Spring each school year at Laurelhurst Elementary School. Staffing, enrollment, and payment are handled separately from LASER's after-school programs.

### **C. Day Camps and Summer Camp**

LASER offers a broad variety of activities and field trips, including swimming, sports, gardening, biking, arts and crafts, games, cooking, nature and science activities, drama, and

music. Children should **arrive by 10:00 a.m.** so they can fully participate in field trips and planned activities, and be **picked up no later than 6:30 p.m.**

Activities are led by regular staff and specialized instructors. Although we do our best to follow the field-trip schedule, last-minute changes are sometimes necessary. Where possible, we will email parents regarding field-trip changes.

## **D. What to Wear and Bring**

During the regular school year, LASER encourages parents to send only materials required for school with their children. Your child will enjoy the program best if they are dressed for the weather. Appropriate clothing may include rain gear, shorts or long pants, tennis shoes, and a jacket.

For summer and day camps, your child should bring:

- Nutritious, nut-free sack lunch that does not require refrigeration or heating—please mark your child’s name and send only disposable containers on field trip days
- Good walking shoes
- Water bottle
- Backpack
- Sunscreen, sunglasses, and hat
- Swimsuit and towel (summer only, unless scheduled for day camp)
- Helmet, if your child will be riding a bicycle or scooter.

## **E. Labeling and the Lost and Found**

Please label everything that can be marked. LASER cannot be held responsible for lost items. At the end of each day all unclaimed articles will be placed in a lost and found box. At the end of each month, unclaimed articles are donated to charity.

# **VI. Health Matters**

## **A. Snacks and Lunches**

Two afternoon snacks are provided during after-school care and a morning and an afternoon snack are provided during camps. Snack will consist of protein, fruit or vegetable, cereal or grain, and juice or milk. Monthly snack menus will be provided and are posted in each child-care site and on our website.

## **B. Allergies or Special Dietary Requirements**

Please let the staff know if your child has allergies or special dietary requirements. These needs will be met at each snack time in a respectful manner. These should also be noted at time of registration.



State licensing authorities also require that all lunches brought from home must meet applicable nutritional guidelines. LASER may notify you if your child's lunches do not meet these guidelines.

If your child has allergies, depending on the allergy, there may be additional forms required by licensing that the parent must complete.

### **C. Nut-free Environment**

LASER programs are nut-free. Due to some children's very serious, potentially life-threatening allergies to nuts, LASER requests that snacks and lunches provided by parents/guardians also be nut free and that children wash their hands if eating nuts at home just before coming to LASER. We appreciate your support in helping us provide a safe environment for all children.

### **D. Sickness and Injuries**

To ensure the most healthful environment for all children, we ask that sick children be kept home. All children in attendance must be healthy enough to participate in program activities. A child who arrives at LASER with a fever, vomiting, diarrhea, signs of infection, or possible contagious diseases (e.g. pink eye, chicken pox, flu) will be sent home immediately.

If a child becomes ill while at LASER, staff will notify parents. The child will be kept comfortable and isolated from other children as appropriate until the parent arrives to take the child home. If your child has a communicable disease, we must notify the other families that their child may have been exposed. Confidentiality will be maintained.

In case of injury, the staff are trained in first aid and CPR. If the injury is serious, LASER will call 911 and the parent. Copies of all emergency policies are available upon request.

### **E. Lice Policy**

If a child is found to have head lice while attending LASER, the child's parents will be contacted and asked to pick up their child immediately. Because lice are considered contagious we must look after the best interests of all children attending our program.

In the event a child is found to have lice or nits, all children will have their hair checked for nits by a staff member. Children found to have nits will be sent home with instructions for removal. Children will not be allowed to return to LASER until they are nit-free. Staff will be checked also. When lice are found, care-site dramatic-play clothes will be bagged up for a period of time exceeding the incubation period for lice. It is important that we have your cooperation in this matter.

### **F. Medications**

When children attending LASER require prescription medications, written instructions from a physician and signature of physician and parent or guardian must be on file. LASER does not have access to medications provided to the school nurse, so medication must be provided to

LASER as well. LASER is not allowed to administer over-the-counter medications without a physician's written order. Children may not take medications on their own.

A Medical Authorization form must be completed for each medication given. All medications must be stored in their original containers, and will be kept in a specific sealed container with the first aid supplies. Medications will not be administered if the expiration date has passed. The medication must be clearly marked with the following: (1) child's name; (2) physician's name and number; (3) name and strength of medication; and (4) directions, time and method of administration.

Staff members will sign a medication form and log it in the first aid book after administering the medication. Although LASER staff periodically check the expiration dates on all medicines, it is the parent's responsibility throughout the school year to make sure medicines kept at LASER are current.

## **VII. Discipline**

### **A. Approach to Discipline**

Discipline will be based on an understanding of the child's needs, and will encourage the child to develop self-control, appropriate behavior, and respect for the rights of others. Parents must communicate special needs or behavioral concerns to the LASER program. The Seattle School District does not provide this information to LASER.

Each child will be listened to and treated with respect and fairness by staff members. Staff may approach inappropriate behavior using such methods as problem solving, alternative activities for the child, and logical consequences of their actions. LASER staff use positive techniques of guidance: redirection, anticipation, elimination of potential problems, and positive reinforcement and encouragement. Techniques of competition, comparison, and criticism are avoided. Consistent and clear rules are explained to children. Staff work with parents to establish open communication and to problem-solve about children's behavior. The Executive Director is always available for parent conferences. Follow-up at home may be necessary to help children change their behaviors.

Parents will be notified immediately if a child is in danger of hurting himself or herself, others, or the environment. LASER complies with State licensing requirements, which state that "under no circumstances will corporal punishment, ridicule, or name calling be used as forms of discipline."

LASER will do its best to support children with special needs as long as it is with LASER's ability and does not impose an undue hardship on LASER. LASER reserves the right to discontinue care if a child's special needs is an undue hardship on the program or if a child is a danger of hurting himself or herself or others.

## **B. Serious Disciplinary Problem Policy**

A serious disciplinary problem is defined as one in which the Executive Director determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following:

- Inflicting physical or emotional harm on self or others
- Destroying property
- Disrupting the LASER program
- Failing to adequately respond to regular discipline

After reasonable efforts have been made, LASER reserves the right to dismiss any child from the program.

## **VIII. Family Involvement**

### **A. Visiting LASER**

Parents are encouraged to visit LASER at any time and are welcome to participate in any of LASER's daily routine or activities. Your support is necessary to ensure that the LASER program continues. If parents, guardians, or family members are interested in participating in LASER activities regularly, they would need to apply to be a volunteer and complete a background check.

If parents/volunteers are interested in joining field trips, they are responsible to transport to and from the fieldtrip and LASER is not able to provide transportation. Parents are not able to stay overnight for the overnight camps.

### **B. Feedback and Suggestions**

LASER welcomes suggestions for improvement, as we are constantly striving to improve our program. Please direct any suggestions you might have to the Board President or Executive Director, who will in turn consult other LASER staff or Board members if further input is needed. Compliments are always welcomed.

### **C. Problem Resolution (Resolving Family Concerns)**

Should a situation arise that involves the LASER program or employee, please follow the following guidelines to have your concerns addressed:

1. Bring your issues to the attention of the Site Director. Every effort will be made to address the issues and reach a solution.
2. If you feel your issues are still not resolved, please bring your issues to the attention of LASER's Executive Director. Every effort will be made to address the issues and reach a solution.

3. If you wish to make a formal complaint, provide a short written explanation of the issue to the Executive Director, who will promptly inform the LASER Board of the complaint and keep the Board apprised of the status no later than the next LASER Board meeting (scheduled monthly).
4. If you cannot reach a satisfactory resolution with the Executive Director, contact the President of the LASER Board in writing, such as via email ([board@laserchildcare.org](mailto:board@laserchildcare.org)).
5. The matter will be addressed by the LASER Board as soon as practicable. If deemed necessary by the Board, a meeting will be scheduled by the LASER Board to address the issues.

#### **D. The LASER Board of Directors**

LASER is overseen by a body of volunteers. The LASER Board may be contacted at [board@laserchildcare.org](mailto:board@laserchildcare.org).

Parent participation and support is vital to the program. If you are interested in joining the LASER Board, please discuss your interest with the Executive Director or a member of the Board. LASER Board meetings generally are held the second Wednesday of each month at 7:00 p.m, and may rotate among schools. Please notify us in advance if you would like to attend a LASER Board meeting. If you cannot serve on the Board but are interested in helping in some other way, please talk to the Executive Director or any member of the Board.

**Acknowledgement of Receipt of  
LASER Parent Handbook**

\_\_\_\_\_  
Child's Name

I/we have received a copy of the LASER Parent Handbook and had the opportunity to read all policies. I/we agree to follow and abide by the LASER Parent Handbook's policies.

\_\_\_\_\_  
Parent Signature

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
LASER Director

Date: \_\_\_\_\_

**If there is anything LASER needs to know that would help us care for your child, including any special needs, please explain:**

\_\_\_\_\_  
Parent Signature(s)

Date: \_\_\_\_\_