



# Wave of the Future



## **Parent Guardian Handbook 2025-2026**

**1306 39<sup>TH</sup> PLACE**

**SEAVIEW WA**

**ADMIN@WAVEPRESCHOOL.ORG**

**WAVEPRESCHOOL.ORG**

**(360)777-3277**

## Table of Contents:

### [General Information](#)

#### [Respectful Environment](#)

[Nondiscrimination Statement](#)

[Inclusion Statement](#)

[Dignity Statement](#)

[Anti-Bias Education](#)

#### [Philosophy & Curriculum](#)

[Mission](#)

[Vision](#)

[Montessori Principles](#)

[Artist Residency Workshops](#)

#### [Family Engagement + Communication Plan](#)

[Progress Reports & Conferences](#)

[Child Evaluations](#)

[School Readiness](#)

[Parent Communication](#)

[Use of Photography/Media](#)

#### [Child Guidance](#)

[Montessori Approach](#)

[Challenging Behaviors](#)

[Discipline](#)

[Restraint](#)

#### [The Classroom](#)

[Staff-to-Child Ratios](#)

[The Child-led Classroom](#)

#### [Daily activities](#)

[Daily Schedule and Routines](#)

[Arrival & Departure](#)

[Arrival and Pick-Up Times](#)

[Sign-In and Sign-Out Requirements](#)

[Separation Anxiety](#)

[Naps](#)

[Outdoor Play](#)

[“Going Out” and Transportation](#)

[Walks](#)

## [Supplies for Children](#)

[Toys](#)

[Napping Supplies](#)

[Extra Clothes](#)

[Developmentally & Weather Appropriate Attire](#)

## [School Calendar](#)

[Annual Calendar](#)

[Closure Dates](#)

[In-Service Days](#)

[Early Release](#)

[Inclement Weather](#)

[Holidays and Celebrations](#)

[Birthdays](#)

[Seasonal Celebrations](#)

[Holidays](#)

## [Enrollment](#)

[Schedule a tour](#)

[Admission](#)

[Enrollment and Disenrollment/Withdrawal Requirements](#)

[Easing Into Group Care](#)

[Schedule Changes](#)

[Probationary Period](#)

[Observation & Tours](#)

[Child Records](#)

[Tuition & Fees](#)

[Financial Arrangements](#)

[Family Discounts](#)

[Tuition Subsidies](#)

[Responsibility](#)

[Special Needs](#)

[Suspension/Dismissal](#)

## [Health and Safety Procedures](#)

[Food Service & Nutrition](#)

[Water & Water Bottles](#)

[Lunch](#)

[Snacks](#)

[Eating Environment](#)

[Food Allergies](#)

[Outside Food](#)

[Illness Policy](#)

[Returning to Care](#)

[Medications](#)

## [Hygiene](#)

[Toilet Training](#)

[Dental Hygiene](#)

[Injuries](#)

[Outdoor & Water Safety Policy](#)

[Covid- 19 Policies & Masking](#)

[Prevention of Exposure to Blood and Body Fluids](#)

[Contagious Disease Notifications](#)

[Communicable Diseases](#)

[Immunization & Health Records](#)

[Emergency Procedures](#)

[Emergency Preparedness](#)

[General Safety](#)

[Emergency Drills](#)

[Disaster Supplies](#)

[Grab and Go Bag](#)

[Evacuation](#)

[Animals in the Program](#)

[Cleaning Procedures](#)

[Cleaning, Sanitizing, and Disinfecting](#)

[Cleaning](#)

[Sanitizing](#)

[Disinfecting](#)

[Laundry](#)

[Pest Control](#)

[Teaching Staff](#)

[Staff Qualifications](#)

[Staff Handbook](#)

[Staff Expectations](#)

[Consistent Care Policy](#)

[Volunteering](#)

[Alcohol, Tobacco, Cannabis Use and Prohibition of Illegal Drugs](#)

[Recognizing and Reporting Child Abuse and Neglect](#)

[Handbook Agreement](#)

# General Information

Wave of the Future is a licensed childcare facility. We are a small school, with one Montessori-inspired preschool cohort. Currently, we have a max cohort size of 19 students with 2-4 staff members at all times.

## Location

Sou'wester Arts and Ecology Center  
1306 39th Place, Seaview, WA 98644

## Contact Information

admin@wavepreschool.org  
(360) 777- 3277  
[www.wavepreschool.org](http://www.wavepreschool.org)

## Hours

Open Hours: 8am- 5pm Monday - Thursday and 8am-3pm Fridays

# Respectful Environment

## Nondiscrimination Statement

Wave of the Future 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. These activities include, but are not limited to, hiring and firing of staff, enrolling families, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, participants, and clients.

## Inclusion Statement

Wave of the Future is a place for all people. We strive to ensure that no family is turned away due to ability to pay, and that all people feel like they belong. We accomplish this by:

- Investing in our employees and creating a culture of care in the workplace
- Staying true to our mission and values in all that we do
- Continually evaluating our programs and committing to improvement

## Dignity Statement

At Wave of the Future we value the input and lived experiences of all our participants, students, staff, volunteers, and artists. We encourage all people to bring their authentic selves to our organization, and it is expected that students, staff, volunteers, artists, and families treat one another with kindness and dignity.

## Anti-Bias Education

At Wave of the Future, educators are trained in anti-bias education and its four goals of identity, diversity, justice and activism. We refer to the National Association for the Development of Young Children's Anti-Bias Education as well as other anti-bias professionals for continued training.

***“Anti-bias education is an optimistic commitment to supporting children who live in a highly diverse and yet still inequitable world. Anti-bias education supports children’s development in our world of great human diversity and gives them the tools to stand up to prejudice, stereotyping, bias and eventually to institutional isms.”*** (Derman-Sparks, L., & J.O. Edwards. With C.M. Goins. 2020. Anti-Bias Education for Young Children and Ourselves. 2nd ed. Washington, DC: NAEYC.)

## Philosophy & Curriculum

### Mission

Wave of the Future Preschool fosters children’s holistic development, academic preparation, social-emotional learning, and creativity through an emphasis on arts, ecology, and the outdoors in a Montessori environment. We offer curriculum-based care for children ages 30 months - six years of age.

### Vision

Our preschool is guided by an alternative approach to learning, taking inspiration from the principles of Montessori Education, and incorporating the benefits of outdoor learning and expression through the arts. We hope to encourage the development of the whole child by cultivating independent thought and foundational skills as well as awareness of their environment; empathy for others; social ease and confidence.

Our philosophy is expressed through the way we structure our day, interact and communicate with children, and the values we hope to instill through daily routines. As early childhood teachers, our role is to function as guides. Our goal is to offer the children we work with the opportunity to discover their interests, learn self-expression, and understand the importance of being grounded in the natural world.

## Montessori Principles

- **Respect for the Child:** Respecting the uniqueness of every child, their freedom to choose, to move, to correct their own mistakes, and to work at their own pace. Work and interact with children from a place of genuine respect.
- **Absorbent Mind:** The first six years of life are the most crucial in a child’s development. In this period, children have a sponge-like capacity to absorb information from their environment. During this time, children rapidly develop an understanding of their culture, and their world, and construct the foundations of their intelligence and personality.
- **Sensitive Periods:** Doctor Maria Montessori observed that children pass through specific stages in their development when they are most capable of learning specific knowledge areas and skills. She termed these stages ‘sensitive periods,’ which essentially describe windows of opportunity for learning. Characteristics of sensitive periods include: intense focus, repetition, commitment to a task, and greatly extended periods of

concentration. As a staff, we support children in these periods, by offering stimulating and age-appropriate learning activities.

- **Educating the Whole Child:** Montessori education is focused on nurturing each child's potential by providing learning experiences that support their intellectual, physical, emotional and social development. In addition to language and mathematics, the Montessori Curriculum also covers practical life, sensorial, and culture. All aspects of children's development and learning are intertwined and viewed as equally important.
- **Individualized Learning:** Montessori learning programs are personalized to each child based on their unique stage of development, interests, and needs. Lessons with the Montessori materials are presented one-on-one based on each child's academic progress. Educators track each child's progress and support them as they progress through the curriculum.
- **Freedom of Movement and Choice:** Children learn best when they are free to move, free to choose their own work, and follow their interests. In a Montessori classroom, children are free to move around the prepared environment, work where they feel they will learn best, and discover learning outcomes through hands-on experience. Montessori learning is largely active, individually paced, often self-correcting, and tailored to the needs and interests of each individual child.
- **Prepared Environment:** The Montessori classroom is also known as the prepared environment. This is a carefully prepared learning space where everything has a purpose and a place. There is a distinct sense of order which assists children in developing logical thought processes. The fundamental idea is "order in environment and mind." Within this space, children are free to follow their interests, choose their work, and progress at their own pace.
- **Intrinsic Motivation:** The Montessori approach takes the view that learning is its own reward. In the Montessori classroom there aren't any gold stars to reward children's learning. Instead, children derive a sense of accomplishment from completing an activity and learning to do it for themselves.
- **Independence:** Wave of the Future provides children with the environment, materials, and guidance to learn to do and think for themselves. It views children as born learners who are capable and willing to teach themselves when provided with the right stimulus. The ultimate goal of Montessori education is independence.
- **Auto-Education:** One of the core principles of the Montessori Method is the concept of auto-education. It's based on the belief that children are capable and willing to teach themselves if they are provided with interesting learning stimuli. Montessori materials were developed to meet this need and empower children with the ability to direct their own education. Montessori educators provide the prepared environment, guidance, and the encouragement for children to educate themselves.

## **Artist Residency Workshops**

In collaboration with the Sou'wester Arts program, we occasionally invite artists in residence, workshop leaders, and local artists to offer their creativity and skills in the classroom. This may be a one-time lesson or an ongoing series. Artists inspire children how to use materials to explore their curiosity.

# Family Engagement + Communication Plan

## Progress Reports & Conferences

Observation is a cornerstone of Montessori education. We are regularly taking note of your child's behavior and development. We conduct two conferences a year to discuss these observations. A parent/guardian or teacher may request additional conferences to further discuss any achievements, concerns, or questions.

## Child Evaluations

How your child plays, learns, speaks, acts, and moves offers important clues about your child's development. Developmental milestones are things most children (75% or more) can do by a certain age. Wave of the Future uses observations and notes to monitor children's development according to the [CDC Child Development Milestones](#) and will refer to Ocean Beach School District's specialists for assessments as needed.

Ocean Beach School Districts Evaluations cover Milestones in the following areas:

- Social/Emotional
- Language/Communication
- Cognitive (Learning/Thinking/Problem Solving)
- Movement/Physical Development
- Adaptive

Evaluations are conducted through the school district with specialists and with parent/guardian permission on an as-needed basis and communicated via email and/or phone call. Parents/guardians can opt to be present for the evaluations.

## School Readiness

As your child approaches Kindergarten age, Wave of the Future supports families in making the transition into a new school environment. We offer school readiness materials that comply with the Office of the Superintendent of Public Instruction. These include kindergarten transition activities and developmentally appropriate materials developed by local schools.

## Parent Communication

We offer a range of communication tools to ensure you have an understanding of life at school and can get in touch with us consistently. We are available by discord message and email. For parent communication we are using Discord. You can direct message the Wave Admin account on there to communicate with staff during the day. We keep families up to date on broader school happenings through our bulletin board, regular parent emails, newsletters, our social media account, and events.

Please communicate any necessary information that will affect your child's day at drop-off time. This includes but is not limited to: lack of sleep, injuries, appetite, recent trauma, or changes in your child's family or home.

To notify the school of an extended leave such as a vacation, please email [admin@wavepreschool.org](mailto:admin@wavepreschool.org). Please note, we will not prorate tuition fees based on absences. **We also encourage you to address any serious topics regarding your**



**child when your child is not present. This can be after school or via email or phone, as to not disrupt the classroom.**  
We are happy to arrange a time to speak with you without your child present.

When you pick up your child at the end of the day, we are happy to report what the child was interested in and what they learned that day. We will also discuss any concerning behaviors or incidents that occurred, injuries, and/or toilet training successes.

Wave of the Future has an Instagram account (@waveofthefuturepreschool) and public Facebook page (<https://www.facebook.com/waveofthefutureprek>) for our program that is updated periodically.

Wave of the Future has a private Facebook Group for family members for the purpose of building community. Please contact [admin@wavepreschool.org](mailto:admin@wavepreschool.org) for access.

## **Use of Photography/Media**

Parents may choose to consent to the use of their child's photo in public or internal publications. Internal publications include a private google photos album shared only with current families and staff, private Facebook group and email newsletters. The Parent/Guardian may agree to allow the student's, image, and voice to be used by the Wave of the Future for use in our promotion materials, social networks (e.g Facebook, Instagram, etc.), website, and advertising without compensation or prior notice. Parent releases and holds the Wave of the Future harmless from any liability stemming from the use of the Student's voice, image or information.

Permissions regarding it are included in the registration form.

## **Child Guidance**

### **Montessori Approach**

At Wave of the Future, we understand that children learn in different ways, and at different paces. Our teachers are trained in assisting children in finding their own strengths and capabilities through the use of developmentally appropriate lessons and stimulating, self-correcting materials.

"In Montessori education, the role of the teacher is to direct or guide individual children to purposeful activity based upon the instructor's observation of each child's readiness."

In other words, the adult in the Montessori classroom doesn't instruct or teach at the front of the classroom like a traditional model, but rather leads or guides a child to the appropriate activities based on each child's individual development. As guides, a teacher becomes a partner in learning, rather than a source of all knowledge. In this way, a child is able to develop an intrinsic passion for learning. They follow their own curiosities and preferences, rather than those of a teacher.

# Challenging Behaviors

As children learn to communicate and develop social and emotional skills, sometimes this can create challenging behaviors. As guides, our role is to enforce positive discipline, redirection, and to model appropriate behavior and communication.

## Discipline

Staff at Wave of the Future are trained in Positive Discipline techniques. Positive Discipline does not rely on threats, time-outs, or random consequences to motivate kids. Positive Discipline frames discipline not as an external action imposed on the child, but rather as a skill within the child to be developed. In line with the Montessori method, we believe this approach works as it reinforces the idea that encouragement and support are what kids need.

Using this approach allows us to be clear and firm while remaining kind and gentle and creates productive opportunities for children to discuss and converse.

All behavior, whether positive or negative, is “goal-oriented” meaning that the child acts for a purpose, either conscious or unconscious. Often, undesirable behavior is driven by reasons the child is not quite aware of yet. It is the guide’s responsibility to help determine the underlying causes of misbehavior and take steps to solve the child’s problem in a positive way.

We will never use corporal punishment at our school.

## Restraint

In general, for this age group, we use either redirection, creating distance from the peer or situation, communication, or a combination of all three to guide children when there are physical confrontations among children.

If we must restrain a child it would be only by staff up to date with training in our restraint policy and only if necessary for the safety of the child or others.

Restraint can mean placing a child in a trained teacher’s lap and holding them with light pressure or gently but firmly holding a child’s hand to keep them near. Trained teachers can gently pick up a child, holding them firmly if necessary to prevent danger to the child or to others.

Trained staff can gently restrain a child if they are unable to listen to instruction, are attempting to run away from the group, or are acting in a way that poses physical danger to their own body or others. If an employee is in a position that they feel unable to handle emotionally or physically, they will hand the task off to another trained teacher and remove themselves from the situation.

# The Classroom

## Staff-to-Child Ratios

Wave of the Future maintains a minimum of 1 Teacher to 10 Children ratio.  
The capacity at Wave of the Future is 19 children.

During the first hour at the beginning of the day or the end of the day, or during our extended hours from 3-5pm, if only one staff member is present, the Director or additional teacher will be readily available by phone or present.

## The Child-led Classroom

The Montessori classroom is referred to as the prepared environment. It is a meaningfully structured learning space where everything has a purpose and a place. Furniture is light and child-sized, learning materials are designed to fit in children's hands, and everything is designed to be open and accessible. The prepared environment activates a love of learning through curiosity, stability, and the freedom to choose.

### Features of the Prepared Environment

- Structure and order
  - Clearly defined curriculum areas
  - Materials are displayed in progression order - left to right orientation
  - Freedom of movement and choice
  - Emphasis on independence
  - Freedom within Limits
- 

## Daily activities

### Daily Schedule and Routines

8 - 8:30 am : Arrival  
8:30 - 11:20 am : Work Cycle (includes school-provided snack)  
11:20 - 11:30 am : Gathering & Lunch Transition (bathroom & wash hands)  
11:30 - 12:00 : Lunch  
12 - 1:00 pm : Walk or Extended Outdoor Play  
1:00 - 2:30 pm : Nap, Rest, or Quiet Activity  
3:00 pm : Pick up for Regular Day Enrollment  
3:00 - 5:00pm : Extended care (includes school-provided snack)

## Arrival & Departure

### Arrival and Pick-Up Times

Our program begins at 8:00 am Monday through Friday. Children may be dropped off starting at 8:00. Parents may enter the classroom between 8 and 8:30 to assist their child with putting away their belongings. **We ask that children be at**

**school no later than 8:30am, when we enter for work cycle.** The door will be locked at 8:30 and for any late arrivals please say goodbye outside, as only the child may enter the classroom.

## **Sign-In and Sign-Out Requirements**

We abide by the Department of Early Learning policy which requires that parents or guardians sign their children in and out daily. Maintaining attendance records is an important piece in our licensing process, so please make this a habit. When you arrive at school for drop off, a staff member will sign your child in on the iPad. When you or one of your authorized adults arrive for pick up, please use the digital attendance system on the iPad. If for any reason the digital attendance system is experiencing issues, a hard copy sign in/out sheet will be provided.

Wave of the Future keeps a list of adults authorized to pick up your child in your child's file. An authorized adult is required to walk your child in and out of the school premises. Written notification is required if someone other than yourself or authorized adults will be picking up or dropping off your child. Notification in writing can be an email to the director the day before, or a discord message day-of in case of last minute changes. If someone we are unfamiliar with comes to pick up your child, we will ensure they are listed as an authorized adult by checking their ID.

**You can encourage your child to carry their own belongings.**

Please be safe and ask children to hold your hand while in the parking lot area and when entering the walk in area. Please do not allow your child to play with the gate or door handles. (Please double check that the latch has locked both entering and exiting the side gate).

Please send a discord message to the teaching staff any time you are running late or if there is a change of plans. Any visitors to the school must have a school employee accompany them on site and be pre-arranged with the Director.

## **Separation Anxiety**

Separation anxiety is something we have all been faced with at some point in our lives. Though we are proud and excited for a new period of growth and independence, it can be a scary and difficult time, especially for young children. We strive to become a foundation of support in these times, working together with families and staff to create a nurturing and safe environment.

At times, during an emotionally difficult drop off it can be tempting to stay until your child has calmed down. In our experience, it is best for the child if the parent can keep their goodbye time short. It also may be helpful to develop a drop-off routine with your child, so they can know what to expect. Please always let your child know when you are leaving. Feel free to reach out to staff throughout the day to check on your child.

## **Naps**

Washington State requires children under the age of six to have a nap or rest time when in care for more than four hours a day. Children who do not wish to sleep may rest on their mat. We will provide picture books and quiet activities as needed. We provide napping mats with washable surfaces and always have a backstock of clean linens.

## Outdoor Play

Outdoor play must be incorporated into the daily schedule for all students in almost all weather conditions. In the event of severe rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. Weather decisions, regarding outdoor play, will be made by the Director and/or Lead Teacher.

There is less structure in an outdoor learning environment as free play is important to child development. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom.

In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child directed play, children are able to choose their friends and who to interact with. The outdoor learning environment is an extension of the indoor space. Concepts taught indoors can be expanded upon while outdoors, though allowing children to explore the outdoor space and develop their peer interactions is the primary purpose of outdoor play.

Expectations should be set with a group prior to moving outside as to set them up for success. Some groups may benefit from more structured outdoor activities, where others will find success with free-play while outside.

## “Going Out” and Transportation

“Going out” is an important component of the Montessori education experience. “Going out” can include our daily nature walks, but it is also an opportunity for the children to explore our community. We may occasionally walk to different businesses and/or community services such as the grocery store, fire station, animal hospital, restaurant, etc... Most of the time “going out” will be on foot. But when public transportation is available, we may opt to utilize it. (For instance, the free local trolley on Fridays in the summer.) There may also be opportunities for parents/guardians to join these outings as chaperones/volunteers. By signing the Parent Handbook, parents/guardians consent to allow their children to participate in these outings.

## Walks

Walking trips are a creative way to enrich a theme and expand the learning environment. Most days we venture into our local community, often visiting our sister site at the Sou’wester. There we can spend time in the geodesic dome, visit the art gallery, or find other sources of natural and creative inspiration.

Our protocols for crossing the street are having 2 adults, one at the head and one at the tail of our line. Each kid grabs a link on the ‘rainbow rope’ and we must all be very quiet and observant in order to cross the street.

A first aid kit with medical consent forms must be brought with the group for any outing as well as a working cell phone. We take attendance before going, after arriving, before leaving and after returning. We also use ‘the rainbow’ rope, where each kid draws a color card corresponding to the color loop they will hold onto when crossing streets or walking along a street.

Teacher-child ratios must be maintained at all times. By signing the Parent Handbook, parents/guardians consent to allow their children to participate in these outings.

# Supplies for Children

## Toys

Children are asked to keep all toys at home.

## Napping Supplies

Families are required to bring a pillow, a blanket, and may bring ONE stuffie of some kind. **Families are required to take nap blankets home weekly on Wednesdays or Fridays to be washed.**

## Extra Clothes

We keep a box for each child indoors, containing at least two complete changes of clothes. Extra socks, underwear, hats/gloves, and a warm layer are always helpful to have on hand. Parents are responsible for restocking it as needed.

## Developmentally & Weather Appropriate Attire

We encourage children to take an active role in their self-care routines. Therefore, we ask that you outfit your children with clothing and attire that they can independently put on and remove.

We are an outdoor based program, and spend time outdoors in all weather. Please send your child to school in sturdy shoes and weather appropriate clothing. We often get dirty playing outside and crafting, so please do not send your child to school in clothing that you would be upset if were ruined.

We ask that parents take weather into account daily, and provide hats, gloves/mittens, scarves, extra jackets/sweaters when necessary and to consider dressing your child in layers so they can easily adapt to unpredictable weather.

# School Calendar

## Annual Calendar

We generally follow the Ocean Beach Public School Academic Scheduled breaks.

Scheduled breaks of 3-5 business days usually fall before and after the annual term and summer term. We also break for 1-2 weeks when the public schools are closed for winter and spring breaks.

Our calendar is listed on our website for each current session.

## Closure Dates

Closure dates are communicated to parents at the beginning of each school year. We do our best to adhere to our annual calendar but listed closures are subject to change.

## In-Service Days

Wave of the Future will close for scheduled in-service days, as listed on the calendar. This allows us the opportunity to clean and maintain our facilities, train our staff, and update our classrooms.

## **Early Release**

On Fridays, the center closes at 3pm. This allows the staff to meet on Friday afternoons for continued professional development and staff meetings.

## **Inclement Weather**

In the event of inclement weather, we will follow Ocean Beach Public Schools recommendations as far as late opening, early release or school closure. We also reserve the right to make our own judgment about closing and late opening/early release given the safety of our school and grounds in inclement weather.

## **Holidays and Celebrations**

At Wave of the Future, we celebrate birthdays, seasonal changes, and observe some holidays. We understand that each family has their own traditions and we make an effort to learn about the diverse ways people choose to celebrate.

### **Birthdays**

We celebrate each child's birthday by recognizing their achievements, individuality, and unique personalities. We'd love your help making this a meaningful way to do so. Please bring in a picture of each year of your child's life on Earth with a couple sentences about milestones for each year.

### **Seasonal Celebrations**

We celebrate the seasons with books, art and practical life works. We observe the changing world around us and make efforts to recognize how the seasons affect our daily routines, bodies, schedule, and feelings.

### **Holidays**

As cultural and religious holidays approach, we make an effort to acknowledge and educate the historical and cultural context of these events. We celebrate diversity and intend to expose children to holidays outside of their own family's traditions. Families are welcome to share information about their traditions by offering festive food recipes, books, and other traditional activities.

## **Enrollment**

### **Schedule a tour**

The first step is to [fill out this form](#). We will contact you to schedule a tour and information session.

### **Admission**

Admission is open for children ages 30 months to six years. All families are required to take a tour and interview with the Director before registering their child. In the case of a wait list, children with a sibling already enrolled will get priority.

We do require children be potty trained to enroll. Please see the [Toilet Training](#) section of this handbook for more information on our policies.

After the initial tour and interview, families will receive a digital registration form that will need to be filled out and submitted online before their child's first day of attendance. The submission of the registration form is an enrollment commitment for the annual year and/or summer session, including tuition obligations. Each parent or guardian will also need to sign the Parent Handbook stating that they have read and agree to the policies outlined.

## **Enrollment and Disenrollment/Withdrawal Requirements**

Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and early learning program policies.

It is our intention to retain every enrolled child at Wave of the Future Preschool. Should developmental or behavioral issues arise, we will use available resources to accommodate the child to the best of our ability. This includes referring to the Ocean Beach School district specialists for screenings in development including cognitive, adaptive, social emotional and general physical skills with additional screening available from the district's occupational and physical therapists.

Wave of the Future may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near the early learning program space.

We require at least 30 days written notice no later than the 1st of the month prior to the day you'd like to withdraw your child from school. (For example, if you need to withdraw your child on February 15th, you must give notice in writing by January 1st.)

## **Easing Into Group Care**

Families are encouraged to visit the school (with prior approval) before your child's first day of attendance. We know it can be really tough to say goodbye, especially if your child is emotionally upset.

We can support your child through this by showing them our daily schedule so they know what to expect and when they'll go home. We also have found hanging a family photo on our classroom family tree can be helpful. We encourage families to leave their child with a favorite stuffed animal or blanket for nap time.

New children will start off in our Transitional area, with works that are tailored to be intuitive, hands on and engaging. At first, we are focusing on getting the child used to the new environment and comfortable with the new people. During this time, the child will be observed interacting and navigating the classroom.

## **Schedule Changes**

Please discuss any schedule changes with the Director via email. We require 30 days written notice no later than the 1st of the month in advance prior to changing scheduled days. (For example, if you need to change from full time to part time on February 15th, you must give notice in writing by January 1st.)



## Probationary Period

Upon admission, each family is enrolled for a trial period no longer than 14 days. This is a period for families and for the school to determine if we are a good fit. If that period isn't satisfactory for one or both parties, the family will meet with the Director to discuss concerns. If a resolution is not determined within two weeks, the family or provider can provide a 30 days notice to change providers.

## Observation & Tours

All parents + guardians are encouraged to visit your child's classroom throughout the school year. To get the most out of this valuable experience, we have a few guidelines in place. We ask that observations do not begin until the sixth week of school so we all have time to adjust to the new environment. We also ask that observations are scheduled on an appointment basis with the Director. Observations are typically 20 mins to an hour. If you would like to observe for longer than one hour, please communicate that to the Director when scheduling.

When you arrive, please check in with the Director. They will provide you with a clipboard, note paper and a pen. An observation chair will be provided for you. Please observe from this chair so the children can continue their work. We ask that you do not overly engage with the children, and do your best to be a silent observer. The kids have been instructed not to 'distract' you from observing and are encouraged to continue with their own work.

## Child Records

Administrative staff will ensure that records are current.

The child's information is confidential and will only be accessible to Staff except for medical records, which will be shared with medical personnel in relevant cases.

Information required for the child's record, including:

- Application packet
- Incidents
- Assessments
- Montessori chart of project completion.
- Medical, health records.

## Tuition & Fees

The full tuition rate reflects the actual cost per child to run the center. **All families will receive the scholarship price or qualify for the state or military subsidy.** We encourage every family to speak with the Director or Assistant Director about eligibility for the scholarship or subsidies.

## MONTHLY RATES

**Full Day Enrollment 8am-3pm**

|              | <b>Scholarship Rate</b> | <b>Full Tuition Rate</b> |
|--------------|-------------------------|--------------------------|
| Five Days    | \$1000                  | \$1200                   |
| Mon/Tues/Wed | \$800                   | \$1000                   |
| Thurs/Fri    | \$500                   | \$700                    |

**Full Day Enrollment + After Care 8am-5pm M-Th, 8am-3pm F**

|              | <b>Scholarship Rate</b> | <b>Full Tuition Rate</b> |
|--------------|-------------------------|--------------------------|
| Five Days    | \$1200                  | \$1400                   |
| Mon/Tues/Wed | \$950                   | \$1150                   |
| Thurs/Fri    | \$550                   | \$750                    |

**Additional Fees**

- 1. Waitlist Application Fee:** A one-time, per-child fee of \$25 is due before placement upon the waiting list.
- 2. Registration Fee:** A one-time, per-child fee of \$100 is due at the time of initial enrollment. (For those eligible for WCCC state subsidy, this registration fee is paid by the state.)
- 3. Late Payment Fee:** On the 5th of the month a \$15 late fee will be applied to your account if the tuition payment has not been received.
- 4. Late Pick-Up Fee:** Pickup is at noon for a half day, 3pm for a full day and 5pm if enrolled in after care. The third time that a family is late by 10 minutes, a \$10 fee will be assessed PLUS \$1 for every minute thereafter.
- 5. Fall Reservation Fee:** Parents who want to hold a space for their child in the fall annual program but skip the summer term are required to pay a non-refundable reservation fee: \$100

**Discounts**

\*Students who are new to the program may be enrolled for half days 8am-12pm for a discounted rate of \$700 for five days, \$450 for 3 days and \$350 for 2 days for a limited duration of time in order to acclimate to school. Most likely 1 or maybe 2 months. This will be discussed with and approved by the Director.

\*\*A 10% sibling discount will be applied for families with 2 or more children concurrently enrolled.

**Financial Arrangements**

Invoices of monthly installments will be sent one week before their due date from Wonderschool, our billing software. Payments may be made individually, or automatic payments can be set up through Wonderschool with a debit or credit card. Invoices are for the following month and are due on the 1st of each month. After the 5th of the month, a late fee will be assessed.

Checks can be dropped in the drop box at school or mailed to PO BOX 16 Seaview, WA 98644.

Each child is enrolled for an academic year, and/or summer session. Monthly invoices are installments of the annual/seasonal tuition.

## Family Discounts

We offer a 10% family discount on tuition for families with multiple children enrolled. This offer does not combine with any other discounts.

## Tuition Subsidies

### Working Connections Child Care (WCCC) Program:

WCCC helps eligible families pay for child care. Eligibility is determined by the combination of monthly income and family size. The program uses **State Median Income (SMI)** to determine copay categories and income limits. For more information about eligibility, copays rates and the application process.

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

### Ways to Apply: [online application](#)

We highly encourage families to **call the DCYF Child Care Contact Center at 1-844-626-8687** for questions regarding eligibility and unique family circumstances.

### Military Child Care In Your Neighborhood:

Military Child Care in Your Neighborhood (MCCYN) is a DoD and U.S. Coast Guard fee assistance program for eligible families who cannot access military-operated child care due to distance or waitlists. With fee assistance, a portion of your child care costs is paid to offset the costs of community-based care. This makes it easier for families to afford quality child care from local community providers.

For more information visit: <https://public.militarychildcare.csd.disa.mil/mcc-central/mcchome/mccyn>

## Responsibility

You agree to be accountable for any damage, destruction, or loss by your child of property of the school and for any cases in which the school becomes liable or chargeable for damages due to your child's actions.

## Special Needs

Wave of the Future is not equipped outright nor licensed to care for children with disabilities requiring specialized equipment or one-on-one aides; therefore any such care is conditional upon the family/caregivers and staff properly arranging for the child's needs to be met. It is the goal for each child to be able to participate in and substantially benefit from this Montessori program without risk to themselves or other children. Wave of the Future School reserves the right to limit entrance to the program or ask that a child be unenrolled from the program after a trial period, based on whether or not we have or can successfully access and implement the tools and strategies to best support a child's needs, or whether we've been able to successfully collaborate with a family and/or a child's outside support professionals to get the child's needs met.

## Suspension/Dismissal

We will do everything we can to retain children enrolled in our program inclusive of behavior support and referrals. It is our goal to work with parents and guardians to create a student success plan. We reserve the right to discontinue service if we feel there are continued violations of our policies or if we feel it is in the best interest of the child and/or the school. Under our sole discretion, we reserve our right to suspend or dismiss with or without notice.

Some examples of behavior from the parent/guardian or child that could lead to dismissal from the program include but are not limited to:

- Violent behavior towards children or staff
- Early drop-offs and late pick-ups
- Poor or inappropriate communication
- Behavior that puts the staff or other children at risk

It is our intent to provide a safe and welcoming environment for all children and parents. However, we must take into consideration the health and well-being of everyone in the group care environment. Before resorting to dismissal, Wave of the Future will take steps to prevent this unfortunate outcome.

To avoid dismissal or suspension, the Director may make environmental or staff changes or seek out additional support from families, caregivers, and community-based resources. When the Director feels it is appropriate, they will take the following steps:

- Request a conference with parents/guardians to discuss behavior via email
- Create a plan to ensure everyone's needs are being met, signed by all parties
- Weekly written communication about improvement/challenges
- If the situation does not improve, the Director will dismiss enrollment via written email communication. Please Note: Suspension/Dismissal may be an immediate action. In that case, an enrolled child's tuition fees will apply for the next 30 days, and will be prorated/refunded after that.
- If a family is asked to leave, the Director will provide resources to community-based resources in the best interest of the child.

## Health and Safety Procedures

### Food Service & Nutrition

#### Food Plan

We will use the food prep area to prepare foods such as slicing fruit, spooning out yogurt or peanut butter, opening and decanting crackers, heating up prepared foods for snacks. Parents will bring in lunches that match [USDA requirements](#). Please include ice packs so that food will be stored at 41 degrees.

Staff and children will wash their hands before and after preparing or eating snacks.

All foods will be stored out of reach of children and be served at snack time according to the weekly published menu with consideration to allergies, in compliance with all DCYF regulations as well as Pacific County Food and Beverage regulation.

All allergy information will be posted by the food area. Any changes to allergies information will be updated.

All staff must keep an updated Pacific County Food Handler's Card, which can be found in the staff file as well as by the prep kitchen. All staff must follow all regulations.

## **Water & Water Bottles**

Children are provided with their own glass mason jar labeled with their name. Glasses are washed daily. We provide filtered water and maintain filters according to manufacturer specifications.

## **Lunch**

Families are expected to bring their child to school with a packed lunch. Please make sure your child has everything they need and can easily open their lunch. We do this to encourage self-sufficiency and independence. Lunch boxes remain in the child's backpack except during lunch. Please make sure lunches match [USDA MyPlate](#) standards.

Lunches **must** include:

- A fruit
- A vegetable
- A grain
- A protein
- Dairy or acceptable dairy substitute (soy)
- Ice pack to keep lunch at 41 degrees

Lunches that do not include these items shall be supplemented by the school and parents sent a reminder of USDA standards. In order to offer your child a soy milk alternative, we are required to have a note from a parent/guardian in your child's file.

**Ice packs must be included so that lunches can be kept at 41 degrees.**

## **Snacks**

We provide a morning snack during the morning work cycle and during after care hours between 3-5pm.

Our staff puts a lot of care into making balanced, nutritious and delicious snacks. We shop organic whenever possible. We strive for whole, fresh food but will be serving some prepackaged foods as we get our kitchen more functional. A menu is posted daily and saved. We follow [USDA guidelines](#).

Staff are required to have a Pacific County food handler's card.

Although our kitchen space is small, we strive to involve the children in our connection with the food curriculum.

## **Eating Environment**

We eat all snacks and meals outdoors at tables except during inclement weather.

Wave of the Future follows the Child and Adult Care Food Program (CACFP) nutrition and practice guidelines for meals and snacks.

- Prior to each meal, tables must be washed with soapy water.
- Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry paper towel.

- All staff and children must wash hands before and after each meal, for at least 20 seconds.
- Staff shall be with children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.
- Children will never be forced or bribed to eat. Children must take each piece of the meal provided. However, if a child states that he/she does not like a particular food, they may place just a small amount (ex: one or two peas) on their plate. Children do not need to consume all portions of the meal.
- Following every meal, tables and chairs must be washed with soapy water and sanitized with bleach water.

## Food Allergies

Please fill out the allergy information on the registration packet, and notify the Director of any new allergies.

## Outside Food

No homemade goods may be brought in for the purpose of sharing with other students without explicit individual permission from all parents that includes all the ingredients that are to be used. This must be planned ahead with the Director. Store bought items may be brought in without explicit individual permission. If you are planning on bringing in a treat, please discuss it with our Director ahead of time. Due to various food allergies and dietary restrictions in our classrooms, we recommend contacting the Director for a list of allergens. A list of healthy snack options approved by the USDA is available from the Director and/or Assistant Director.

## Illness Policy

We do our best to maintain a healthy, clean, and safe environment. Families may not send their child to school if the child is known to not be feeling well. All children are observed for signs of illness when they arrive at the early learning program and throughout the day.

Children (and staff) with any of the following symptoms are not permitted to remain in care:

- **Fever:** A fever of 101° F or above, as read using a digital forehead scan thermometer (temporal scan) or digital thermometer placed under the arm (axillary method, no rectal or ear temperatures are taken.), ***accompanied by*** one or more of the following:
  - o Diarrhea or vomiting
  - o Earache
  - o Headache
  - o Signs of irritability or confusion
  - o Sore throat
  - o Rash
  - o Fatigue, crankiness, or illness that limits participation in daily activities
- **Vomiting:** 2 or more occasions within the past 24 hours
- **Diarrhea:** 2 or more loose or watery stools more than normal for the child in a 24 hour period; or any blood or mucus in stool
- **Rash:** Body rash (not related to allergic reaction, diapering, or heat)

- **Open or oozing sores** (unless properly covered with a waterproof dressing **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary) or mouth sores with drooling
- **Lice:** Children can remain in care until the end of the day head lice are found. Children may return after they have received their first treatment. Parents should consult with a child's health care provider for the best treatment plan for the child. The life cycle of a louse is about 25 to 30 days, so sometimes treatments need to be repeated 7 to 12 days after the first treatment to kill newly hatching lice.
- **Scabies or ringworm:** Children can remain in care until the end of the day scabies or ringworm are found. A child with scabies may return after he/she has received his/her first treatment. Children should see their health care provider to be assessed and get an appropriate prescription for treatment and instructions on its proper use.
- **Sick appearance, not feeling well, and/or not able to keep up with program activities.**

Children who become ill at school will be separated from the group and made comfortable while their parents are contacted. Parents are required to pick up their child within one hour of being notified. Families are required to have an emergency plan in the event they are unable to pick up their child.

If a child becomes ill at school, we will make all efforts to communicate with families immediately. If we aren't able to make contact with you, we will contact the child's emergency contact. In the event of hospitalization, you agree to consent to having an ambulance called if necessary.

We understand how difficult it can be to rearrange your day and stay home with a sick child. However, we cannot accept children who show signs of a contagious illness. If your child displays any of the above symptoms, they cannot attend. It is important that we not only follow state law, but that we don't put other children or caregivers at risk.

## Returning to Care

**We require 24 hours since the last displayed symptom(s) before your child can come back to school.** Please do not drop your child off at school if they were sent home the day prior.

## Medications

Prescribed medications must be in their original containers and clearly labeled, accompanied with a printed allergic reaction form from the pharmacy. We are required to have parents fill out a completed medical form provided by the school each time we apply or administer medication.

Medications are kept in a locked container.

## Hygiene

### Toilet Training

Children at this age are working towards their functional independence, which includes being able to use the bathroom on their own. A big part of this piece of their functional independence is being able to put their own clothing on and off. If the child is still developing fine motor control and is unable to unzip or button pants, please make sure they wear

clothing they are able to remove themselves, such as elastic waistband pants. Children are taught to wash their hands after they use the bathroom.

The bathroom is cleaned, sanitized & restocked daily.

When a child has an accident, they are offered help with getting clean clothes from their belongings. Wet or soiled clothing will be sent home in a plastic bag at the end of the day. We have extra clothing and underwear if needed. If a child's nap belongings become soiled, the items will be sent home with the parent at the end of the day in a plastic bag.

## **Dental Hygiene**

Will be addressed with model instruction.

## **Injuries**

Although we aim to provide the safest care possible, sometimes injuries do occur. For a minor injury such as a scrape, bruise, or small cut, we will comfort the child and provide first-aid care. For injuries that are more severe, but do not require immediate medical attention, we will provide first aid and call parents to let them know. We will document the injury on our Injury/Incident Report log and have parents/guardians sign that they were notified of the incident.

If the injury is severe and requires immediate medical attention, we will follow trained First Aid and CPR guidelines as call 911 for immediate medical attention. Parents will be notified immediately. A detailed report will be made and signed by all staff present.

## **Outdoor & Water Safety Policy**

Children are expected to go outside everyday for exercise, fresh air and to support their ongoing relationship to the natural world.

If a child doesn't feel like being active outdoors, outdoor participation could look like sitting and observing.

Children are required to wear weather appropriate clothing such as a coat, rain coat, rain boots, mittens, hat, etc.

On our daily walk, sometimes we encounter new large puddles/vernal pools as a result of heavy rains. We also occasionally visit the beach. We have the following rules in place to keep everyone safe. Children are taught to give water bodies a large berth, never enter a body of water without teacher permission, and to stay with the group. Children are frequently reminded to stick together, and not to veer from the group. At the beach, we stick together as a group closely and do not go near the water, sticking to the beach area closest to the dunes, especially when strong currents are present. In instances where a child does not listen on a walk, especially repeatedly, they will be required to hold a teacher's hand or hold onto the rainbow rope if they can be trusted to hold on.

## **Covid- 19 Policies & Masking**

We will follow current CDC recommendations, Ocean Beach School Policies and county requirements.

If we feel the need to implement additional measures, we will notify all parents, staff and volunteers in writing.



We are not currently asking kids to wear a mask, however, if their energy level seems good but they are showing minor signs of illness, a teacher or director may ask the child to wear a mask so that they continue attending. We have child sized surgical masks.

## **Prevention of Exposure to Blood and Body Fluids**

If an injury that results in bleeding occurs, staff will take appropriate measures to isolate and care for the injured child. Other children will be removed from the situation. All surfaces will be immediately disinfected. The child will be given first aid and a bandage to cover wounds.

If a child vomits, staff will take appropriate measures to isolate and care for the sick child. They will be moved to the bathroom where they can be cared for. The area where body fluids are present will be immediately cleaned and disinfected and a child's parents/guardians will be called.

## **Contagious Disease Notifications**

In the event that a child or staff becomes ill with a contagious illness, staff will notify families with a written notification of exposure and risks associated. Confidentiality will be maintained.

## **Communicable Diseases**

Parents are required to notify the Director of any communicable diseases so other families can be advised and for us to have a record for the Health Department.

## **Immunization & Health Records**

[WAC 246-105-050](#)

Upon acceptance to the program and before a child's first day of attendance, we require proof of immunity for MMR (measles, mumps, rubella), DTaP/Tdap (diphtheria, tetanus, pertussis), polio, varicella (chickenpox), Hib (Haemophilus Influenzae Type B), Hepatitis B and PCV (Pneumococcal Conjugate).

Proof of vaccinations is required to be kept on file at the school. If your child is not current or records are not on file, they will be excluded from childcare until records are brought.

You can email [THIS](#) form to your doctor.

[PDF Certificate of Immunization Status](#)

We require parents to provide us with contact information for the child's primary doctor in case of an emergency where cannot reach the parent/caregiver/emergency contact.

## **Emergency Procedures**

We hold regular safety meetings, monthly fire and tsunami drills and have a more extensive Emergency Management Handbook. Linked [HERE](#).

(3) An early learning provider must keep on the premises a three day supply of food, water, and life - sustaining

medication for the licensed capacity of children and current staff for use in case of an emergency.(4) An early learning provider must practice and record emergency drills with staff and children as follows:

(a) Fire and evacuation drill once each calendar month(b) Earthquake, lockdown, or shelter-in-place drill once every three calendar months; (c) Emergency drills must be conducted with a variety of staff and at different times of the day, including in the evening and during overnight hours for early learning programs that care for children during those hours; an(d) Drills must be recorded on a department form and include:

- (i) The date and time of the drill;
- (ii) The number of children and staff who participated;
- (iii) The length of the drill; and
- (iv) Notes about how the drill went and how it may be improved.5) In areas where local emergency plans are already in place, such as school districts, an early

In the event of an emergency, we will make every effort to contact the child's family. We require that families have an emergency contact in case we are unable to reach you. If we are unable to contact the child's family, we will contact the child's physician. If appropriate, we will call 911, CPR/first aid will be administered, and the child will be transported to the nearest hospital.

The school must have up to date enrollment files at all times in case of emergencies. The child's (medical file) enrollment file will accompany them to the hospital.

## **Emergency Preparedness**

### **General Safety**

Wave of the Future is committed to ensuring the highest level of safety for our children and staff. We maintain and update any safety concerns weekly as part of our staff meeting. Quarterly, we review and update our policies.

### **Emergency Drills**

As mandated by state law, Wave of the Future staff conduct regular emergency drills by a variety of staff at different times of the day. Drills are conducted on the following schedule and posted for all to see.

Fire and evacuation drill once each calendar month

Earthquake, lockdown, or shelter-in-place drill once every three calendar months;

Drill postings contain:

- The date and time of the drill;
- The number of children and staff who participated;
- The length of the drill; and
- Notes about how the drill went and how it may be improved.

### **Disaster Supplies**

Wave of the Future keeps on premises at all times: a three day supply of food, water, and life - sustaining medication for the licensed capacity of children and current staff for use in case of an emergency.

## Grab and Go Bag

Wave of the Future has a prepared backpack with child record information, first aid supplies, and safety tools such as a flashlight, radio, water, etc. We bring this on every walk we take, and it is available should we need to evacuate the premises.

## Evacuation

In the event of an evacuation, staff will safely lead out of the Wave of the Future building. In case of a fire, the teachers will lead the children to the parking lot. In case of a Tsunami, depending on evacuation time, we will make our way toward Hilltop Middle School in Ilwaco.

[Long Beach & Seaview Evacuation Map](#)

## Animals in the Program

We believe caring for animals is a wonderful way to learn about nurturing, responsibilities, and boundaries. Wave of the Future allows staff to bring their dogs and other pets to school as long as they are well-behaved and up-to-date on all vaccines. Children are shown how to interact with pets in a safe and respectful way. Pets are taken on walks to use the bathroom outside of the backyard. They may also join on daily walks.

On some occasions, depending on the season, we will adopt and care for insects, frogs or other animals. This helps us learn to care for their needs, their habitat, and life cycles. We may also have short term visits from animals and pets.

Children are taught to wash their hands after playing with animals.

Fish tanks are cleaned using the utility sink, not the food prep, dishwashing or hand washing sinks.

By signing the Parent Handbook, parents/guardians consent to allow their children to participate in animal visits and care for class animals.

## Cleaning Procedures

### Cleaning, Sanitizing, and Disinfecting

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in child care settings. Our cleaning is built into our daily and weekly routines. Routine **cleaning** with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. **Sanitizing** removes dirt or filth and small amounts of germs. Bedding, bathrooms, kitchen counters, dishes and eating utensils are clean (to remove dirt) then sanitized. Some child care items and surfaces require the added step of **disinfecting** after cleaning to kill the germs on a surface. Hand washing sinks, table tops, and some materials are cleaned *and* disinfected.

#### Cleaning

- We use a 3 step method to clean and sanitize surfaces such as tables, countertops, nap mats
  1. Surfaces are sprayed and wiped with [biokleen](#) plant based spray
  2. Surfaces are sprayed and wiped with water
  3. Surfaces are sprayed with sanitizing solution to stay wet for at least 2 minutes

Using regular household bleach (or other EPA and DCYF approved sanitizer) and water solution is an effective and easy way to remove or kill germs found on surfaces in child care. Sanitizer and water solution is used in several ways:

- Dipping the object into a sink or pan filled with the sanitizer and water solution then letting the item air dry.
- Using paper towels soaked in sanitizer water solution to wash surfaces, then letting the surface air dry.
- Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry.

A fresh sanitizer and water solution must be mixed every day.

### Sanitizing

We use a sanitizing solution for sanitizing eating utensils or toys that are mouthed, a weaker sanitizer and water solution may be used. For example, we use the following recipe to mix bleach water for sanitizing:

- 1 teaspoon bleach to 1 quart of cool tap water
- Dishes, eating utensils and toys are submerged in the sanitizer and water solution for at least 1 minute then allowed to air dry.

(We may use a different EPA and DCYF approved sanitizer and will sanitize according to the guidelines specific to that sanitizer.)

### Disinfecting

We use a stronger sanitizer and water solution on hand washing sinks, toilets, and other surfaces that need disinfecting. For example, we use the following recipe to mix bleach and water for disinfecting:

- ¼ cup household bleach in 1 gallon of cool water OR
- 1 tablespoon bleach to 1 quart of cool water
- Allow the surface to remain wet for **2 minutes**

(We may use a different EPA and DCYF approved sanitizer and will disinfect according to the guidelines specific to that sanitizer.)

### Laundry

Laundry is taken off-site to be washed twice a week.

## Pest Control

Wave of the Future utilizes an integrative pest control method. Our focus is on prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used as a last resort.

**Prevention:** Wave of the Future takes steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests.

**Inspection:** Indoor and outdoor areas in and around the licensed space are inspected for evidence of pests. If found, we document the date and location if evidence is found.

**Identification:** Pests found in the licensed space are identified and documented so the pest may be properly removed or exterminated.

**Management:** Wave of the Future documents steps taken to remove or exterminate the pests if found in the licensed space.

**Notification:** If pesticides are used, we will notify the parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest).

**Application:** Pesticide can be applied to early learning program space when children are not present. When pesticide is applied, center providers must comply with chapter **17.21** RCW and family home providers must comply with the pesticide manufacturer's instructions.

## Teaching Staff

### Staff Qualifications

Wave of the Future aims to co-create a unique Montessori-based learning environment. All staff members are highly qualified with experience in early childhood education. The staff is also chosen based on their areas of interest and their desire to share their unique talents and knowledge.

All staff are required to have:  
certified in First Aid & CPR, and Bloodborne Pathogen Training  
Have a current Food Handler's Card  
Pass a criminal background check  
Pass a Tuberculosis Test  
Be registered with the electronic workforce registry (MERIT)

Directors, Program Supervisors, Lead Teachers and Aides are required to take the Child Care Basics and Enhancing Childcare Learning training through MERIT as well as 10 additional hours of training per year.

[See more information on MERIT training requirements.](#)

### Staff Handbook

A copy of the Staff Handbook is available upon request.

### Staff Expectations

Teaching staff are expected to work their scheduled teaching hours giving full attention to the children. They also do some administrative tasks such as keeping attendance logs, parent communication, and legal documentation.

Staff are expected to attend in-service training days and to help with the upkeep of the classroom and outdoor space.

All staff are required to adhere to our confidentiality standards, as outlined in the Staff Handbook.

### Consistent Care Policy

It is important your child receives consistent care from trusted caregivers. We, therefore, schedule our staff to work a consistent schedule during the week. When possible, a lead teacher will guide the children through the majority of their day. We aim to build lasting relationships with our teachers, incentivizing them to continue teaching in the program.

## **Volunteering**

We encourage community members and parents/guardians to volunteer in our program. Volunteers are required to be supervised by a Lead Teacher or Director and to not be alone with children when they are present. Your efforts are highly appreciated and contribute towards building community, upkeep the school, and providing the best possible learning environment for your children.

Please contact the Director if you are interested in any of the following:

- Participation in the garden.
- Age appropriate 'Skill Sharing'
- Teaching special age-appropriate lessons.
- Supply Donations.
- Event Planning.
- Fundraising.
- Grant Writing.

## **Alcohol, Tobacco, Cannabis Use and Prohibition of Illegal Drugs**

Cigarettes, smokeless tobacco, Vaping, and Marijuana products are prohibited on Wave of the Future premises, including parking lots, outdoor play areas, and field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time. Staff members must wash hands immediately after smoking, before returning to work.

Staff members suspected to be under the influence of Marijuana will be asked to leave their shift immediately and will be subject to further disciplinary action.

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director or other staff member believes a staff member's faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

## **Recognizing and Reporting Child Abuse and Neglect**

As licensed caregivers, our staff has a duty to report child welfare incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment. If a staff member is concerned about a child, they must submit a report to the State of Washington. They can remain anonymous.

# Handbook Agreement

Wave of the Future Preschool 2025-26 Handbook Updated July 26th, 2025.

Each parent or legal guardian of an enrolled child must sign and date the last page of this document, stating that they have read and agree to the policies and procedures set forth in this handbook.

This handbook was developed to be in compliance with the Washington Administrative Code for Early Childcare Facilities and Licensing. (WAC 300-100)

Parents and guardians will receive a written (digital) copy of the Parent and Health and Safety Policy Handbooks upon enrollment. There is also a copy available at Wave of the Future. Staff policies as outlined in the Staff Handbook are available upon request.

Parents and guardians will receive policy and procedure changes notifications through email and will be required to sign for any updates to the Parent Handbook.

The current menu will also be posted daily at Wave of the Future.

A copy of Wave of the Future's liability insurance, inspection reports and records and notices of enforcement actions are also available upon request.

---

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

Relationship to child \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

---

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

Relationship to child \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

---

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

Relationship to child \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

---