

On the day of the trip, put tags on all children, giving the center's name, address, and phone number. Do not write children's names, addresses, or home phone numbers on the tags.

WAC

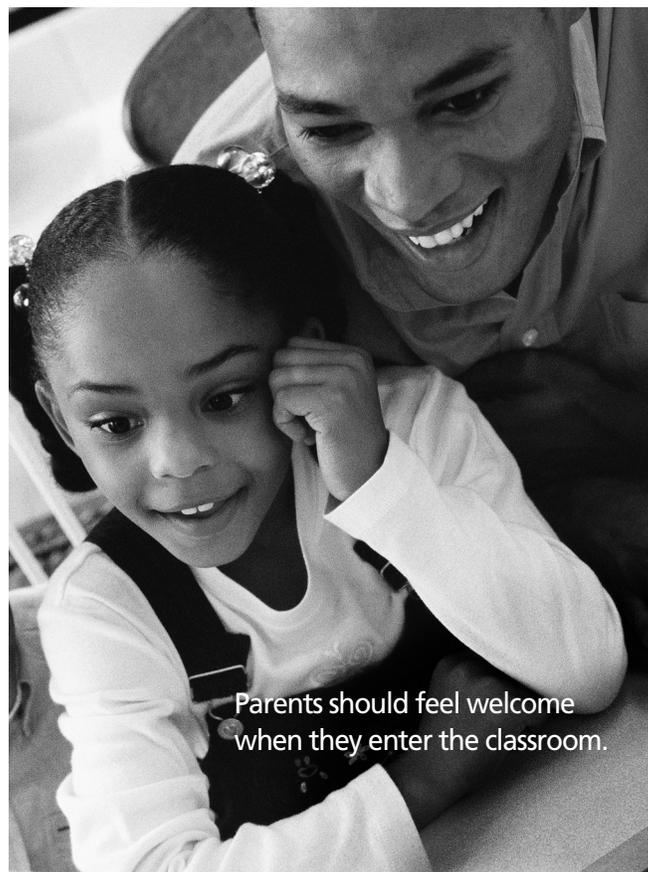
WAC 170-295-2080

What must I communicate to parents?

- You must have written documentation signed by the parent in each child's file stating that you have:
 - Explained to the parent the center's policies and procedures
 - Discussed the center's philosophy, program and facilities
 - Advised the parent of the child's progress and issues relating to the child's care and individual practices concerning the child's special needs, and
 - Encouraged parent participation in center activities.
- You must also give the parent the following written policy and procedure information:
 - Enrollment and admission requirements
 - The fee and payment plan
 - A typical activity schedule, including hours of operation
 - Meals and snacks served, including guidelines on food brought from the child's home
 - Permission for free access by the child's parent to all center areas used by the child
 - Signing in and signing out requirements
 - Child abuse reporting law requirements
 - Behavior management and discipline
 - Non-discrimination statement
 - Religious and cultural activities, if any
 - Transportation and field trip arrangements
 - Practices concerning an ill child
 - Medication management
 - Medical emergencies
 - Disaster preparedness plan, and
 - If licensed for the care of an infant or toddler:
 - Diapering
 - Toilet training, and
 - Feeding

Parents are the child's first and most important teachers and have the greatest influence in their children's lives. In order to meet the needs of children in your care, you and your staff will want to establish a positive relationship with each child's family.

Best Practice: Teachers and families work closely in partnership to ensure high quality care and learning experiences for children and parents feel supported and welcomed as observers and contributors to the program. Caregivers need to listen to parents, seek to understand their goals and preferences for their children, and respect cultural and family differences. Parents should feel welcomed when they enter the classroom. Parents should be encouraged to observe, eat lunch with their child and/or volunteer to help in the classroom.



Parents should feel welcome when they enter the classroom.