RIDGEFIELD EARLY LEARNING CENTER

Family Handbook

2026-2027

Ridgefield School District
510 Pioneer St.
Ridgefield, WA 98642

Dear Families,

Welcome to the Ridgefield Early Learning Center! We are excited to begin this journey with you and look forward to providing a warm, nurturing, and engaging environment for your child.

At the Ridgefield Early Learning Center, we are committed to creating a safe, healthy, and stimulating space where every child can grow, explore, and thrive. Our program is open to all children and families, and we proudly welcome and celebrate the diversity of our community.

You are a valued partner in your child's learning. Together, we will focus on helping children grow socially, emotionally, physically, and cognitively—knowing that their development is strongest when families and educators work together. We welcome you to visit, participate, and connect with us throughout the year.

Please take a few moments to review the family handbook, which includes important information about our policies, procedures, and day-to-day operations. It's a helpful resource to reference throughout the year.

Thank you for entrusting us with your child. We are honored to be part of your family's early learning experience and look forward to a wonderful year together.

Warmly,
The Ridgefield Early Learning Center Team

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Please sign and retun:

Acknowledgement of Receipt and Review of ELC Family Handbook



NON-DISCRIMINATION POLICY

Ridgefield School District values the diverse ethnic heritage of the students we serve and believes to bepreparedfor today's global society and workforce, students must be able to understand, appreciate, work with and learn from people with cultures and backgrounds different from their own. We understand educating our children requires a partnership. Students need support at home and from the community to succeed in school and life. Each student is unique and learning styles are different. We believe the diversity of our school community, which in simplest terms means the ways in which people are different, enhances the district's ability to implement our goals. Education involves acknowledging and valuing what is comfortable and known and leading students to an understanding and appreciation of what is new and different. Encountering different perspectives, ideas, ways of thinking, and understanding is an essential part of this process. Through their experience with such differences students develop the ability to think critically, to make informed judgments, to imagine, to understand, and to grow. Helping students understand their connection to the world and to each other will enable them not only to achieve their highest potential, but also to serve as strong and effective leaders. This principle is at the heart of our mission to foster unlimited possibilities.

Non-Discriminiation Statement

Ridgefield School District No. 122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups.

Ridgefield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Luke LeCount, Title IX/Civil Rights Compliance Coordinator and Section 504/ADA Coordinator Email: luke.lecount@ridgefieldsd.org, Phone: (360) 619-1300 Mailing Address: 510 Pioneer Street, Ridgefield, WA 98642

VISION & VALUES

We uphold our shared responsibility to foster growth and resilience in young children, families, educators and the community through individualized, highquality programs.

We believe it is our responsibility to:

- Create a safe, caring, and inclusive place where every child feels valued.
- Support each child's growth in all areas—social, emotional, physical, and learning.
- Work closely with families as partners in their child's learning journey.
- Honor and celebrate every child's unique culture, language, and family traditions.
- Provide meaningful, age-appropriate learning guided by state standards.
- Help children build confidence and skills for a successful start to kindergarten.
- Encourage curiosity, independence, and a love of learning.
- Share regular updates with families about their child's progress and experiences.
- Keep children healthy, safe, and supported every day.
- Teach children to care for the environment and the world around them.
- Promote high-quality, inclusive programs that reflect our diverse community.

OUR PHILOSOPHY

At the Ridgefield Early Learning Center, we believe that young children learn best in a safe, caring, and playful environment where they feel seen, heard, and valued. We are committed to supporting each child's development—socially, emotionally, physically, and cognitively—while also partnering closely with families every step of the way.

We celebrate and welcome children of all backgrounds, abilities, and experiences, and we strive to create a learning community where every child and family feels a strong sense of belonging.

Our program is shaped by the Washington State Early Learning and Development Guidelines, which outline what children typically learn and experience from birth through third grade. These guidelines help ensure that our program supports children's growth in meaningful, age-appropriate ways and lays a strong foundation for lifelong learning.

At the ELC, we focus on six key learning areas drawn from the guidelines:

Me, My Family, and My Culture – Building self-identity and learning about the people and traditions that matter most.

Building Relationships – Learning to connect, share, and work with others.

Touching, Seeing, Hearing, and Moving Around – Exploring the world through physical activity and sensory play.

Growing Up Healthy – Developing healthy habits and taking care of our bodies.

Communicating – Expressing ideas, feelings, and needs through words, gestures, and language.

Learning About My World – Asking questions, solving problems, and making sense of how things work.

Through this whole-child approach, our program helps children develop the social-emotional, communication, problem-solving, and self-help skills that are essential for a smooth and confident transition to kindergarten. We support each child's readiness for school by nurturing curiosity, independence, and a love of learning.

We celebrate the unique strengths each child brings, shaped by their family's culture, language, traditions, and experiences. We strive to create a warm, welcoming space where every child feels valued, included, and connected.

PARENT CODE OF CONDUCT

As part of our commitment to providing a nurturing and safe environment for all children, we ask that parents and guardians adhere to the following code of conduct:

- **Respect and Courtesy**: Treat all staff, children, and other parents with respect and courtesy. We encourage open communication and collaboration to ensure the well-being of every child in our care.
- **Communication**: Keep lines of communication open with staff members and administrators. Inform us promptly of any changes in your child's routine, health, or special needs that may impact their care.
- **Follow Policies and Procedures**: Familiarize yourself with and adhere to all policies and procedures outlined in the parent handbook. These guidelines are designed to ensure the safety, well-being, and quality of care for all children.
- **Respect for Property**: Model for your child and encourage your child to respect the property and belongings of others. Help them understand the importance of treating toys, equipment, and facilities with care.
- **Participation and Involvement**: Take an active interest in your child's experiences at the center. Participate in parent-teacher conferences, events, and activities to stay informed and engaged in your child's development.
- **Conflict Resolution**: Approach conflicts or disagreements with a constructive and solution-oriented mindset. Work collaboratively with staff and administrators to calmly and respectfully address any concerns or issues that may arise.
- **Feedback and Suggestions**: Provide constructive feedback and suggestions for improvement. Your input is invaluable in helping us maintain and enhance the quality of our services.

By adhering to this code of conduct, you play a vital role in creating a supportive and nurturing environment for all children in our Early Learning Center. Thank you for your cooperation and commitment to our shared values.

HOURS OF OPERATION

Hours of Operation

ELC Hours of Operation: Mon, Tue, Thur, Fri.

8:00AM-4:00PM
*No Wednesday classes

AM Session: 9:00 AM-12:00 PM

PM Session: 12:45 PM-3:45 PM

CALENDAR

The Ridgefield Early Learning Center follows a modified version of the Ridgefield School District calendar. While our daily schedule is designed to meet the specific needs of preschool-aged children, we closely align with the district's major breaks and holidays. This means we observe the same days off for holidays, seasonal breaks, and staff development days as the rest of the district to help maintain consistency for families.

EMERGENCY & WEATHER CLOSURES

We follow the district's requirements for closing during late starts and early releases due to inclement weather and other emergency related events. If the district announces a late start, all morning programs will be canceled. If the district announces an early release, afternoon programs will be canceled.

Ridgefield School District
2026-2027 ELC Preschool Calendar

Revised 7/06/26

AUGUST 2026

S	M	T	W	T	F	S	
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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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August 2026

19-21 No School - State In-Service Days
24-26 Preschool Conferences - 1st Day of School: 8/27/26
[27] **First Day of Preschool!**

September 2026

7 No School - Labor Day

October 2026

9 No School - Cispus Break Day - Get Outdoors!
12 No School - Staff Professional Learning Day

November 2026

11 No School - Veterans Day
23-27 No School - Fall Break

December 2026

7 No School - Staff Professional Learning Day
21-31 No School - Winter Break

January 2027

1 No School - Winter Break
18 No School - MLK Day
25 No School - Semester Break Day

February 2027

15 No School - Presidents' Day
16 Snow Make-up Day #1
22 No School - Staff Professional Learning Day

March 2027

15 No School - Trimester Break Day

April 2027

5-9 No School - Spring Break

May 2027

3 No School - Staff Professional Learning Day
28 No School - Snow Make-up Day #2
31 No School - Memorial Day

June 2027

[15] **Last Day of School**
16-17 Snow Make-up Day #3 and #4
18 Juneteenth Emancipation Day, Observed

July 2027

5 Offices Closed - Independence Day, Observed

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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JULY 2027

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- Holidays & Breaks
- ELC School Days
- ELC Conferences / Assessments
- $ Snow Make-Up Day
- < > No School, Staff In-Service
- [ ] 1st / Last Day of School

Preschool Hours:

AM Session: 9:00 a.m.-12:00 p.m.

PM Session: 12:45 p.m.-3:45 p.m.

Ridgefield School District

510 Pioneer St., Ridgefield, WA 98642

Phone: 360.619.1301 / Website: www.ridgefieldsd.org



ENROLLMENT & BILLING

Annual Registration

Currently enrolled families register annually in early spring for the coming school year. The registration process includes:

- Annual, non-refundable registration fee to reserve the child's spot $50/child
- Updating child's schedule for the following school year
- Updating health and immunization record (if necessary)

Enrollment Period & Wait List

New families are welcome to enroll on a first-come first serve basis in the spring.
If enrollment is closed, a waitlist will be available.

Priority Enrollment

Siblings currently enrolled families are given priority (during open enrollment).

Invoice and Payment Schedule

Tuition will be billed on the 25th of the preceding month and is due on the 1st of the month. If tuition is not paid by the 5th of the month, a $25 late fee will be applied. Failure to pay tuition and the late fee by the end of the month will result in withdrawal from the preschool program.

Tuition rates for the 2026-27 school year

Tuition will be $500/month for 10 months, billed Sept-June. A 10% discount will be applied if the entire year's balance is paid by Sept 15th. If any payments are returned for non-sufficient funds, a $25 fee will be applied

Fees

L**ate Payment:** Tuition will be billed on the 25th of the preceding month and is due on the 1st of the month. If tuition is not paid by the 5th of the month, a $25 late fee will be applied. **Failure to pay tuition and the late fee by the end of the month will result in withdrawal from the preschool program.**

Late pick-up: Late pick-up will result in a late fee of $10 for each day that a student is picked up late. A late fee applies even if a parent is on campus yet fails to arrive at the classroom on time. This fee will apply to all enrollment types: tuition, scholarship, and Special Education.

Notification of Changes

If you wish to withdraw your child from the ELC, please subit your request in writing prior to the 24th of the proceeding month. Families are financially responsible for the full cost of monthly tuition, regardless of a child's attendance.

Termination of Services Policy, WAC 110-300-0485

Ridgefield Early Learning Center may terminate a child's services due to a parent or guardian's inability to meet the expectations and requirements of the program. This may include unpaid bills, continual late arrival, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning center program space.

Expulsion Policy

Ridgefield School District Policy Procedure: 3241P available on the district website.

PROGRAM OVERVIEW:

CURRICULUM

The ELC emphasizes developmentally appropriate practices for young children. Partnering with families, teachers use resources and tools to develop and build upon each unique child's abilities and needs. Research has shown that young children learn and gain more experience when their early foundations are: meaningful, authentic, developmental and hands-on.



~Creative Curriculum

This is an adopted comprehensive curriculum that supports a child's development integrated across social-emotional, physical, cognitive, language, literacy, social studies, science and math. There are five principles that guide practice for intentional teaching of young children including: positive interactions; social-emotional competence; constructive, purposeful play to support essential learning; developing an environment that is child- centered; and facilitating teacher-family partnerships.

~Character Strong

Character Strong is a developmentally appropriate social-emotional learning (SEL) and character education program designed for young learners, including preschool-aged children. It focuses on building foundational skills such as self-awareness, self-regulation, empathy, and positive relationship-building through engaging activities and stories.

~WA State Early Learning and Developmental Guidelines

These are the adopted early learning standards for our state. The instructional strategies used with children in our program are aligned to these state standards. You can find them at: https://ospi.k12.wa.us/student-success/support-programs/early-learning-washington-state/early-learning-resources

~Pyramid Model

The WAPM vision is aligned with the commitment to increase opportunities for all children to receive high-quality, early learning services in inclusive environments. WAPM is not a curriculum package, but a collection of programs and evidence-based classroom practices—selected by experts in early childhood research—to support optimal development and prevent challenging behaviors.

Arrival & Departure



Ensuring your children are safe while in our care is our top priority. As a result, we expect families to fully comply with state laws requiring that an authorized contact sign their children in and out each day. This focus on safety also includes letting the staff member on duty know that your child has arrived and ensuring they make it to their classroom. Repeated failure to comply with this legal requirement will result in cancellation of enrollment and services will be discontinued.

Sign-in/out

Parents or other authorized family members or guardians are responsible for signing their child in and out of school each day. Only an adult can sign a child in and out. If a child is picked up for an appointment then returns to school later, the family member or guardian must sign the child out when they leave for the appointment and sign the child in upon return.

Parking

Families may park in designated parking spots in the Ridgefield Administrative and Civic Center (RACC).

Arrival

Please do not drop your child off before the scheduled start time. Staff are setting up and planning for the day and are not available to watch your child until the program opens.

Late Pick-up

We recognize that on rare instances you may be late due to an emergency. We ask that if you are going to be late, you call and let us know. If a child is picked up after the scheduled session a late fee of $10 will be applied to your account. A late fee applies even if a parent is on campus yet fails to arrive to the classroom on time.

Absences

If your child stays home for any reason on a regularly scheduled school day, please call the Director of Early Learning in the morning to let us know at 360-619-1333 and put your absence into Skyward. There is no refund for missed school days.

Custodial Agreements

We cannot legally deny either parent access to their child, unless a current court order is provided and on file stating that one parent is not allowed to see or take custody of the child.

Who is Authorized to Take a Child From the ELC?

People listed on emergency medical contact forms are authorized to pick up the child(ren) from the ELC. People not listed on the emergency medical contact form must have written permission from the parent at the time the child is picked up. Parents can speak in person to the child's teacher and write a note or email the teacher regarding who is permitted to pick up and drop off their child. ELC employees are required to review valid government- issued identification of a new or different person dropping off or picking up a child.

Classroom Life

Supplies From Home

Please send the following supplies from home, clearly labeled with your child's name:
 Back up Clothing (Underwear, Socks, Shirt, shorts, pants, dress, etc.)
 Family photo (no larger than 5x7)
 Reusable water bottle with child's full name
 Diapers and wipes
 Daily Snack

Snacks

Each classroom will have a dedicated snack time within the daily session. **Daily snacks are provided by families.** *Breakfast and lunch are not provided.

Field Trips

Parents are welcomed and encouraged to join field trips. Walking is the primary means of transportation for field trips. Parents will be notified prior to any walking field trip off-site. Permission slips will be sent home, signed and collected. Teachers carry emergency medical information. Walking bracelets may be utilized (with parent permission) to ensure the safety of children who tend to wander.

Holiday and Birthday Celebrations

Holidays and birthdays are special events! Children and families are welcome to share their traditions and the ELC will celebrate each child's special day in a way that honors family traditions. Birthday celebrations could include a parent sharing a special story during the school day; playing a game or singing a song that has special significance to the child. The ELC allows store purchased, pre-packaged in original containers, nut-free birthday snacks. Foods prepared at home may not be shared with others at school.

Toileting

The Early Learning Center requires that enrolled children, tuition or scholarship based, be fully potty trained. We understand that children take time to develop and may need support with occasional accidents (not a daily occurrence). Any soiled items will be bagged and sent home the same day with a child for laundering.

Mixed Age Groups

Our classrooms are all mixed age group classrooms (ages 3-5). Young children are inspired by their older peers to speak, challenge themselves and learn through observation. Older children develop a deep understanding of empathy and by modeling learning outcomes to younger children, reinforce their own understanding of new skills. Teachers provide a safe, stimulating environment and plan your child's day considering individual care routines and age-appropriate fun and learning.

Guidance Policy

Leadership and classroom staff place an intentional focus on building relationships with children and families, creating consistent routines, setting clear expectations, and meeting children's needs. Strong relationships, respect and trust are central to our discipline policy and procedures. Under no circumstances will any form of corporal punishment be tolerated at the center. Instead, the focus is to understand children's developmental stages and needs so that we can implement strategies that address safety concerns while helping children label their emotions, learn new skills and resolve conflict. It takes time and support from adults for children to develop these skills in the same way it takes time and support from adults to develop other skills, like reading, writing, and math.

Our guidance strategies include:
1) Helping children recognize and label their emotions, as well as those of others.
2) Helping children recognize when they are showing signs of distress and offering potential solutions or strategies to help them calm down. Examples include:

♥ Redirection
♥ Spending time in a classroom calm down area
♥ Mindfulness
♥ Deep breathing
♥ Art
♥ Sensory activities
♥ Reading
♥ Music
♥ Physical activities

Any time there are concerns about a child's behavior that falls outside the scope of what the center director and classroom staff are able to effectively address, we will schedule a conference with the family to reflect on what unmet need the child is trying to meet and develop and implement a plan. As part of this process, we may create an individual care plan to help ensure a child's success in the program. Part of the plan may include having the parent or other adult pick the child up early and/or suspending care for short periods during times of significant escalation or transitions

Child Restraint Policy

The ELC strives to create the least restrictive environment for children to explore freely. Occasionally there is a need to hold a child in order to keep the child and/or others safe. Teachers restrain children with the utmost care for every child's safety and dignity. Teachers participate in ongoing training to ensure that guidance reflects appropriate expectations for the developmental stage of each child. In the event restraint is used, staff are required to document all instances and notify a guardian and applicable licensing and program personnel immediately following the intervention.

Special Education

Developmental Screenings

The Ridgefield School District offers early childhood screening and assessment of children from ages 2.5 through age 5 in the areas of fine and gross motor skills, communication, cognitive or thinking skills, social skills and adaptive skills. Screenings and evaluations for infant/toddlers (birth to 3) will be conducted by a family resource coordinator.

Visit the Ridgefield School District Special Education Website at https://www.ridgefieldsd.org/page/special-education or call the Special Education Office at (360) 619- 1348 for more information regarding developmental screenings.

Special Education Services

Children from age 3 to 5 who qualify for services are served in our preschool classrooms through an inclusive service delivery model. Special education teachers and related service providers (speech language pathologists, occupational therapists, and physical therapists, etc.) work in partnership with classroom leads to ensure that students receive the supports they need in order to access and grow within the educational setting.

Twice per year, families will meet with their child's teacher and/or the center director to discuss benchmark progress according to the Washington State Early Learning and Developmental Guidelines.

Inclusion

We believe all children benefit from learning and growing together in a diverse community. Inclusion allows every child—regardless of ability—to develop friendships, practice empathy, and learn from one another through shared experiences. We support inclusive learning within our classrooms by ensuring that all students, including those receiving special education services, receive the individualized attention they need while fully participating in classroom activities. Our staff provide targeted support within a nurturing environment, while also fostering meaningful interactions among all students.

HEALTH & SAFETY

Healthy Habits

Handwashing
Handwashing ist the single most effective means of reducing the spread of infectious diseases.

Cleaning and Sanitation
The ELC uses soap & water solution to clean and a mild bleach water solution to sanitize and disinfect tables,chairs, and materials that are not dishwasher or washing machine safe. The appropriate steps are followed per the RSD ELC Health Care Policy.

Liquids
For the safety of children, water in a sealed, spill-proof container is the only beverage allowed in areas used by children.

No Drugs, Alcohol, or Vaping/Smoking
All areas of the ELC/RACC campus including the building, playgrounds, and parking areas are designated drug/vapor/smoke-free.

Outdoor Play
We consider our playgrounds outdoor classrooms. Teachers take children outdoors for play and educational experiences daily. We ask that you assist your child to dress for outdoor play each day. Your child also has their own space at school for extra changes of clothes, seasonal outerwear and footwear. If there is a “Red Alert” for air quality; over 110 degree Fahrenheit; or wind chill below -20 degrees Fahrenheit, children will remain indoors to play. During other less comfortable weather, children will go outside for abbreviated times

Animal Policy
The ELC currently has no animals onsite and requests that families refrain from bringing any animals to the campus as many children have allergies and other health conditions that cause severe reactions. Documented service animals are welcome, but we ask for prior notice so we can ensure the safety of children with allergies.

Injuries and Incidents
Because young children are so active, they may occasionally sustain minor injuries in play. Staff treat minor bumps and scratches with basic first aid including bandages, ice packs, and soapy water and document accidents on an incident report form. Parents are given copies of incident reports upon request. In the case of more serious injuries or illnesses, the ELC’s program nurse will support students and staff and notify parents of injuries of incidents.

Spread of Contagious Illnesses

We ask for your cooperation in reducing the spread of contagious illnesses. Please keep your child home if:

⭐ Fever of 100.4 degrees Fahrenheit (by any method) for children over two months AND/OR one or more of the following: Headache • Earache • Sore throat • Rash • Sign of irritability or confusion • Fatigue that prevents participation in daily activities
⭐ Fever of 100.4 degrees Fahrenheit for an infant younger than 2 months (by any method) may be a sign of serious infection. Call Primary Care Provider and/or bring to an Emergency Department immediately.
⭐ Vomiting within the past 24 hours.
⭐ Diarrhea (three or more watery stools within a 24-hour period or a bloody stool).
⭐ Rash not associated with heat, diapering or an allergic reaction.
⭐ Open sore or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling.
⭐ Head lice, ringworm or scabies. May return after treatment has been started.
⭐ Child appears lethargic, is persistently crying, has difficulty breathing, or has a significant change in behavior or activity level.

Following an illness, children may return to the ELC when they no longer exhibit the above symptoms, are no longer experiencing significant discomfort and are fever free for 24 hours (without the use of fever-reducing medication).

Any child determined by a local health department to present a risk of transmission of illness during an outbreak will be asked to remain at home until written permission from a health provider or health jurisdiction states they may safely return to program.

If a child becomes sick at the center, the parent will be notified. The child will be moved to a separate space where they will wait with a caring adult. The parent is expected to pick up the child within an hour. Children who are not well enough to participate in scheduled indoor and outdoor activities should remain home.

Head Lice-Ringworm-Scabies
Head lice, ringworm and scabies are not considered a medical or public health hazard. Children will go home at the end of the day after head lice, ringworm, or scabies are discovered. Parent/Guardian will be encouraged to consult with health practitioner or pharmacist to recommend or prescribe treatment options and child may return to program after they receive first treatment.

Medication

All medication (prescribed or over-the-counter) must be brought in the original container by parent/guardian or designated adult, labeled with child's first and last name and be prescribed by a medical provider. Expired medication will not be accepted. All medication will be checked in with the ELC nurse.

Ridgefield Schools do not allow children to keep Medication of any type within their possession or backpack. (For further clarification, see ELC's Health Policy available at center.)

For the protection of all students and school personnel, no medication may be brought to school in unmarked containers. All medications must be handled adult to adult. Medication Permission Forms are available in the office. Please complete permission forms with your subscribing primary care provider for prescription medications. Over the counter substances must also have a permission form completed by the parent. Common over the counter substances that are considered medication in child care include, but are not limited to:

- Sunscreen (non-aerosol)
- Diaper ointments and powders
- Cough drops
- Antihistamines
- Pain relievers
- Fever reducers
- Lotion
- Chapstick
- Cough medicine
- Anti-itching creams
- Decongestants
- Toothbrushes

Individual Health Plans (IHP)

Children with known medical or developmental conditions, or other conditions that might require special care in an emergency, are required to submit a Care Plan for Children with Special Health Needs and Medical Permission Form before the child attends. These plans identify potential emergencies; address what procedures to follow; are signed by the child's primary care provider; and grant the ELC permission to act on a child's behalf. Children with IHPs that require medication be given routinely or available routinely at center must have a current Request and Authorization for Medication Administration form on file as well as daily access to unexpired medication.

Before your child can safely attend, the ELC Nurse must review all IHPs and accompanying medication authorizations to ensure adequate training, information and monitoring are available for ECE staff to properly care for your child.

Allergies and Special Health Needs

ELC employees receive training as needed regarding food allergies and emergency care for children. If your child has allergies which require emergency medication, such as Diphenhydramine (Benadryl), inhalers or EpiPen, you must complete the Care Plan for Children with Special Health Needs and Medication Permission forms. These are available from the office as well as on our website. Part of the medication plan includes a copy of the valid prescription inthe child's name. The care plan fully describes the needs of the valid prescription in the child's name. The care plan fully describes the needs and treatment steps for your child. If it is a food allergy, please list the foods to which your child is allergic.

Immunizations

A medically verified immunization record for school and child care entry is required. A medically verified record includes one or more of the following:

⭐ A Certificate of Immunization Status (CIS) printed from the Immunization Information System (WAIIS)-usually by a healthcare provider.
⭐ A physical or hand-filled CIS form with a healthcare provider signature
⭐ A physical or hand-filled CIS with a parent/guardian signature, with attached medical records.
⭐ A CIS printed from MyIR, the state's portal for families to access their immunization records online.

Access your official immunization records at MYIRMOBILE.COM

The Washington State Department of Health has updated guidance on immunization requirements. Beginning September 1, 2022, and every September 1st thereafter, children enrolled in child care or preschool must meet new immunization requirements. If your child will be 4 years of age on September 1st, to avoid exclusion from child care, you will need to provide immunization records showing they received all booster vaccines.

Certificate of Exemption for Immunizations.

The ELC requires parents to update their child's medical and immunization records during the registration process. Immunization records are kept in a secure location. Medical information is kept in individual children's files. Childcare regulatory authorities have access to individual child files as well as separate immunization record files.

ACKNOWLEDGMENT OF RECEIPT & REVIEW OF ELC FAMILY HANDBOOK

Dear ELC Family,

Please read, sign, and initial each section of this acknowledgment.
Return it to your child's teacher or the program administrator.

_____RECEIPT AND REVIEW OF HANDBOOK
I acknowledge that I have received and reviewed the Family Handbook for the Ridgefield Early Learning Center preschool.

_____WALKING FIELD TRIPS
By initialing here and signing below, I authorize my child to go on walking field trips away from school. I understand that these excursions will be adequately planned and supervised.

_____PHOTO/VIDEO RELEASE (Daily Program)
By initialing here and signing below, I authorize photos/videos of my child to be used in program daily communication (Parent Square & Newsletter Updates).

_____PHOTO/VIDEO RELEASE (Program Marketing)
By initialing here and signing below, I authorize photos/videos of my child to be used in program marketing (handbook, social media, flyers).

Student Name: _____

Parent Signature: _____

Parent Print Name : _____

2026-2027 School Year

ELC Hours of Operation: Mon, Tue, Thur, Fri
8:30 a.m. to 4 p.m.

Session 1: 9:00 a.m. to 12:00 p.m.

Session 2: 12:45 p.m. to 3:45 p.m.