



Verde Wildwood Forest School, LLC



## About our School

### Our Mission

At Verde Wildwood Forest School, we nurture children's curiosity, creativity, and confidence through bilingual, nature-based learning. Our mission is to foster a deep connection to the environment while promoting holistic development and empowering children to become compassionate global citizens through exploration, play, and community in the forest

### Our Vision

At Verde Wildwood Forest School, we envision a world where children are deeply connected to nature, confident in their abilities, and prepared to engage as compassionate, mindful global citizens. We strive to create a learning environment that inspires lifelong curiosity, environmental stewardship, and cultural understanding, equipping children to lead meaningful lives harmoniously with their local and global communities.





## Philosophy

At Verde Wildwood Forest School, we believe children thrive through hands-on, play-based experiences in nature. Our bilingual, child-led approach fosters curiosity, independence, and respect for both the environment and diverse cultures. Through play and exploration, we support holistic development of emotional, social, physical, and cognitive while nurturing a sense of community, collaboration, and global awareness.



## Our Program Provides

**Bilingual Education:** Daily immersion in both English and Spanish, fostering language development and cultural awareness.

**Nature-Based Learning:** Outdoor, experiential education that encourages children to explore the natural world, develop problem-solving skills, and build resilience.

**Child-Led Exploration:** A flexible, play-based curriculum where children follow their interests, leading to organic learning and discovery.

**Holistic Development:** Activities designed to support emotional, social, physical, and cognitive growth, focusing on the whole child.

**Environmental Stewardship:** Lessons and activities that nurture a deep respect for nature, helping children develop a sense of responsibility for the environment.

**Community Building:** Opportunities for children to collaborate, share, and build strong connections with peers, teachers, and their community.





### Risky Play

involves activities that challenge children, such as climbing, balancing, or exploring uneven terrain. It helps develop confidence, problem-solving skills, and resilience by allowing children to assess and manage challenges on their own. At Verde Wildwood Forest School, we recognize the benefits of risky play in fostering independence and confidence. Our approach is based on balancing risk with safety:

- **Risk Assessment:** Our staff regularly assesses the environment to identify potential hazards. We ensure that the risks children encounter are manageable and age-appropriate, offering just enough challenge to promote growth while minimizing the chance of serious injury.
- **Supervision and Support:** Teachers maintain close, yet unobtrusive, supervision during risky play. They observe children's abilities and provide guidance when needed, helping children to assess and understand risks on their own rather than intervening immediately.
- **Empowering Children:** We encourage children to make decisions about their play, fostering their ability to gauge their limits and understand consequences. Our staff teaches children how to navigate risky situations, such as climbing or exploring, by asking questions like, "What will you do if you slip?" or "How can you make sure you're safe?"
- **Safety Protocols:** While we allow children the freedom to engage in risky play, safety remains a top priority. We have clear safety protocols in place, including first aid training for all staff, regular safety checks of the environment, and communication with children about safety guidelines.

By embracing risky play, we aim to help children grow into confident, self-aware individuals who can navigate the world with resilience and thoughtful decision-making.





## **Trauma Informed Care**

This policy aims to address the trauma in the lives of the children and families served by Verde Wildwood Forest School, LLC. The policy is promulgated to promote the understanding of trauma and its impact, ensure the development of a trauma-informed system and the availability of trauma-specific services for Verde Wildwood Forest School employees and families.

### **Location**

Verde Wildwood Forest School, LLC operates at Twin Ponds Park 16501 N 155th St, Shoreline, WA 98133

### **Holidays and School Closures**

November 28-29, 2024	Thanksgiving
December 23- 3, 2024	Winter break
March 17-21, 2025	Spring Break
June 13, 2025	Last day of school



## **Extra Clothes & School Gear**

To ensure your child is comfortable and prepared for all outdoor activities, please provide the following weather-appropriate Layers:

### **Rain/snow Gear**

- Waterproof jacket or muddy buddy
- Waterproof pants
- Rain boots/ Waterproof shoes insulated for cold weather
- Warm hat
- Fleece or wool sweater and pants
- Long-sleeve shirt
- Thermal underwear
- Gloves or Mittens: Waterproof for winter, lighter pairs for fall/spring
- Scarf or Neck Warmer

### **Summer Wear**

- Lightweight breathable shirts and shorts
- Hiking boots or sturdy sneakers for dry conditions and long walks
- Extra Pair of Socks: Wool or moisture-wicking materials
- Sun Hat: For sun protection
- Sunscreen ( labeled if necessary for application by our staff.)



### **Other Essential Items**

Backpack:

Small, child-sized backpack to carry personal items ( extra clothes)

Water Bottle:

Durable, leak-proof bottle

Lunch Box:

Insulated lunch box with ice packs for snacks and meals

Change of Clothes:

Complete set of clothes in a resealable bag (shirt, pants, underwear, socks)

Label All Items: Ensure every item, including clothing, footwear, and personal items, is labeled with your child's name.

### **Optional Items**

Small comfort item (blanket or stuffed animal)

### **Labeling and Storage**

Waterproof Storage Bag: Provide a large, waterproof bag for storing wet or dirty clothes.

Important Notes

Dress in Layers: Weather can change quickly, so dressing in layers helps manage varying temperatures throughout the day.

Check Weather Forecast: Prepare for the day's weather conditions by checking the forecast each morning.

Daily Check: Review and adjust your child's backpack daily to ensure all necessary items are included.

### **Membership and Drop-in**

All students are eligible for care.

We enroll based on open positions and the date of wait list submission. Siblings of currently enrolled students have priority. Referrals and siblings of former students also have priority on the waitlist. Once you are contacted about an opening, if you turn in your enrollment packet and your registration fee first, your spot will be secured. We give tours based on openings and have one open house yearly in the Spring.



VERDE

Wildwood

FOREST SCHOOL

## Payment

Verde Wildwood Forest School monthly memberships may be paid annually, quarterly, or in ten-monthly installments depending on the days of attendance.

- 5 days a week **\$900 per month**
- 4 days a week **\$750 per month**
- 3 days a week **\$550 per month**
- 2 days a week **\$400 per month**

Payments, supply, and activity fees are due on the 1st of each month (paying ahead), starting the month before enrollment. Requests for alternative payment arrangements may be sent to Melissa via email [verdewildwood@gmail.com](mailto:verdewildwood@gmail.com). Monthly, annual, and quarterly memberships are paid regardless of illness, closures, or attendance. If you would like to add a day to your child's schedule (if room allows), there will be a \$30 fee for monthly members.

Drop-in families must pay before their child's attendance day. If not, their spot is forfeited, and the next child in line will get it.

Fees are not pro-rated and are non-refundable.

Fees may increase yearly.

## Fees/ Non-payment policy

\$100 non-refundable registration fee per child.

Late Fees: \$15 for each 5 minutes past the 1:00 pm pick-up time.

Monthly members - A late payment fee of \$25 per day will be charged after the 5th of every month.

A payment 14 days late forfeits your child's spot in the program.

A \$35 fee is charged for returned payments.

Drop-in Payment is due 48 hours before attendance- if not paid, the spot is forfeited.



## Changes in Memberships and Care

To change monthly memberships, you will need to give a four-week notice. This will allow for adequate time to shift schedules and get back into a rhythm (you are responsible for your contracted days until this change takes place) - this also forfeits your grandfathered rate. You will be responsible for new payment rates and must re-sign your contract.

If you choose to terminate your contract and remove your child from our school year program for any reason, we require written notice four weeks in advance. This will ensure that we have adequate time to find a replacement. Once notice is given, you must pay for the month's payment regardless of whether your child attends. If you have given notice and have already pre-paid for the next month of care, that will cover this. This excludes drop-in care.

If we determine that we can no longer care for your child and choose to terminate your contract and remove your child from our school year program for any reason, we will give written notice. If you have already pre-paid for the next months of care, your prepaid payment will be refunded. If Verde Wildwood Forest School, LLC chooses to remove your child from our drop-in program due to behavior, effective immediately, you will not be refunded.

If you choose to terminate your contract before your child's starting date, we require written notice two weeks before the starting date listed on your contract. This will ensure that we



have adequate time to find a replacement.





### **Grievance Procedure/Behavior Notice**

At Verde Wildwood School, LLC we try to provide the best care and encourage open communication.

If you have an issue or concern, please discuss it with our staff first. We expect regular communication between parents/guardians and staff. As concerns arise, we want them to be addressed as soon as possible. Director email: [verdewildwood@gmail.com](mailto:verdewildwood@gmail.com)

### **Expulsion Policy**

At Verde Wildwood Forest School, we are committed to supporting whole-child development and addressing behavior challenges with positive guidance. Expulsion is a last resort and will only occur when a child's behavior poses a serious safety risk to others after all other interventions have been tried.

### **Grounds for Expulsion**

Expulsion may be considered for:

- Repeated violent or aggressive behavior.
- Dangerous, destructive actions threaten safety.
- Severe, ongoing disruption despite interventions.



### **Steps Before Expulsion**

#### **Behavioral Support:**

Positive strategies will be used to redirect behavior, including calming spaces and alternative problem-solving techniques.

#### **Specialist Consultation:**

If needed, behavioral specialists may be consulted to create a support plan.

#### **Family Involvement:**

Families will be informed, involved in behavior plans, and provided resources.

#### **Trial Adjustments:**

The child will have a set period to show improvement with support.

### **Expulsion Process**

#### **Written Notice:**

Families will receive written reasons for expulsion and the steps taken.

#### **Meeting with Family:**

A meeting will discuss the expulsion decision, and families can appeal.

#### **Transition Support:**

Help will be provided for transitioning to another program.

#### **Appeals Process**

Families can submit a written appeal within 10 days of the expulsion notice. The decision will be reviewed, and a final decision communicated within 10 days.





### **Exceptions to Expulsion**

Expulsion will not be used in the following situations:

For a child's parenting style, family background, or cultural differences.

For children exhibiting developmental delays or disabilities, unless the behavior poses a direct threat to safety all other resources and supports have been explored.

### **Emergency/Weather Closures**

Check the weather conditions. If it is unduly windy or a thunderstorm is imminent or has commenced, it is NOT advisable to carry out sessions. Lightning: Our program functions 100% outdoors, if the weather becomes unsafe due to lightning within 0-3 miles (we have a lightning detector), parents will be notified and will pick up children in the main entrance within 45 minutes.

Due to inclement weather, we follow Shoreline School District school closures.

Due to the nature of our program, we strive to appreciate and enjoy all weather. We reserve the right to determine weather-related closures (air quality included) and delays on a case-by-case basis. Still, we aim to remain open to families comfortable with their child attending. If a weather-related closure or delay occurs, parents/guardians will be notified immediately. In the event of a weather-related emergency during operating hours, we will contact you immediately. Parents/guardians will have 45 minutes to pick up their child from the location.

If your child is seriously injured and we can't reach you or your emergency contacts, we will call 9-1-1, and the ambulance will transport your child to the nearest health medical center. We will continue to call you until we can reach someone.



## **Homebase Policies**

Guardians and emergency contacts must sign a child in and out through Jovial. We assume responsibility for your child only while they are checked in. No child will be allowed to leave with anyone except the parent/guardian unless indicated by written permission from the parent/guardian. Your child needs to be signed in before you drop them off, and a child will not be released unless you sign them out. No child is allowed in the parking area unattended.

Anyone unfamiliar to the staff will be required to show proof of identification. Please make the alternate pick-up person aware of the requirements. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult. If we suspect you are under the influence of alcohol or drugs and you take your child, we will call 911.

Court Order: If a court order keeps one parent or guardian away from the child, we must have a written note from the custodial parent or guardian in my file. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

## **Arrival**

Car seats cannot be left at the program. We ask that your child arrive no later than 15 minutes after the scheduled arrival time. Our guides work hard to teach consistency in their daily rhythm and this helps the children thrive. When your child comes late it interrupts the rhythm of our day. It is normal for your child to cry upon arrival, especially for the first few weeks.

Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within minutes of your departure. Never leave without telling your child goodbye.

Please be in control of your child during drop-off and pick-up times. This is a time of testing when two different authority figures are present (parent and educator) and this situation will be tested at one time or another to see if the rules still apply. We will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. We are striving to teach independence, so please allow your child to put away their belongings on their own and put their own gear on/off.



## **Daily Doings/Expectations**

**Clothing:** Please dress your child appropriately for each season. We have extra gear on hand in case of emergency or if your child is not adequately dressed for the weather. The daily activities are messy. Do not send your child in clothing that you do not want stained or dirty. You also need to supply two complete changes of clothing in case of an accident; if the child has no spare clothing, the parent will be called to bring some. Your child will get muddy when the weather is wet. Proper winter attire is needed for the winter.

**Water Play:** We have many opportunities to get wet and play in water. We apply sunscreen, after snack and after water play.

## **Respect for Nature**

At Verde Wildwood Forest School, children are expected to show care and respect for all living things and to avoid intentionally causing harm, even when feeling afraid. We encourage quiet observation rather than physical handling, especially when we cannot confidently identify something. While our guides diligently keep children away from potentially harmful plants and animals, skin irritations may occasionally occur. We teach children to check for signs of irritation daily and conduct routine tick checks during warmer months. Parent or guardian permission is obtained before treating any skin irritation, insect bites, stings, or removing attached ticks. We also regularly discuss safety protocols for encounters with potentially dangerous wildlife.

## **Wandering**

Children must always be within sight of a guide. We remind them, "I need to see you, and you need to see me. If you get lost, hug a tree." Our outdoor learning environment is simple to navigate, and we frequently count the children and carry emergency whistles to signal for immediate regrouping. Children who frequently wander after being reminded may be removed from the program for safety concerns.



## **Yelling and Screaming**

Children are encouraged to use their "outdoor voices," but screaming is reserved for emergencies only. We explain to children that yelling is fine, but screaming must be saved for situations when someone is hurt or needs urgent help.

## **Physical Contact**

Respect for personal space is essential. Children are taught to be mindful of their bodies and to respect each other's space. We remind children that everyone has the right to control who touches them or comes close. Before touching others, we encourage children to check in by asking for consent. We provide phrases like, "Please don't touch me," or "I need space," to help children set and communicate their boundaries.

## **Guidance Policy**

At Verde Wildwood School, LLC, we believe in treating every child with respect, kindness, and patience. No child will ever be subjected to hitting, spanking, belittling, or intimidation. We do not use corporal punishment.

Our approach to guidance is tailored to each child's age and level of understanding. For younger children, we use gentle redirection toward more positive activities. Older children are encouraged to take a moment to "take space" to self regulate.

If a child consistently struggles with behavior, we will work closely with parents to address the issue together. In such cases, the child may be placed on a behavior notice, and we will collaborate with the family to support positive change.



### **Parent Communication- Monthly Members only**

We use an online program for our observations, assessments, and daily communication.

We will send you notifications when your child's guide posts pictures, videos, or assessments. Any other events, playdates, newsletters, etc., will all be communicated through email. PLEASE check your email often!

If you want to schedule a meeting, we are always happy to do so. Just send us a message to **[contact@verdewildwood.org](mailto:contact@verdewildwood.org)**

### **Screen Time**

We limit screen time at Verde Wildwood Forest School, LLC. If there is a movie or educational clip shown to the class, a permission slip will be sent home for viewing permission.

### **Toys**

Please do not send any toys from home with your child. This causes conflict between children and often results in missing or broken toys. We know how special each child's belongings are and want to keep them in good condition for years to come. Please partner with us and leave them at home or in the car. We are happy to help with verbiage and give you tools on how to make this transition easier for both parent and child.



## **Festivals and Celebrations**

At Verde Wildwood School, LLC, we celebrate seasons, birthdays, and holidays in a unique tradition, fostering community, connection, and joy. These events bring us together, and we encourage everyone to join in the fun.

Our annual celebrations include:

- **Spring Equinox** – March
- **May Day** – May
- **Hispanic Heritage Month** – September
- **Crafty Halloween** – October
- **Martinmas Lantern** – November
- **Winter Celebration** – December

These festivals are wonderful opportunities for the children to experience rhythm, creativity, and the beauty of the changing seasons. If you prefer your child not to participate in a specific festival or celebration, we recommend keeping them home on that day.

For more detailed information on festivals, closures, and other events, please refer to our school's monthly newsletter.

## **Allergies and Special Needs**

Verde Wildwood Forest School, LLC is happy to accommodate children with special needs and allergies. If your child has a special need or allergy, you must fill out the special needs Form and meet with the staff before enrollment to set up a plan to best serve your child.





## **Snacks**

We provide snacks for the following:

Summer Camp

Winter Camp

Spring Break

Day camps (federal holidays)

If you are a drop-in on a NOT listed day, your child needs to bring their snack. Children must bring their lunch to school and water.

## **Curriculum**



### **Nature-Based Early Childhood Curriculum**

At Verde Wildwood Forest School, LLC, our curriculum is centered around two key goals: promoting whole-child development and fostering environmental bilingual literacy. Nature serves as the organizing concept for all learning, ensuring children develop a deep connection with the natural world while growing intellectually, socially, and emotionally.

### **Teaching Philosophy**

Our teaching practices integrate best practices in early childhood and environmental education, placing emphasis on play-based, hands-on learning. As guides, we create a nurturing, stimulating, and safe environment where every child is seen as a valuable, capable, and unique member of the learning community. By working as co-learners with the children, we offer daily opportunities for outdoor play and discovery.



### **Uninterrupted Play and Learning**

At Verde Wildwood Forest School, we believe that uninterrupted play is essential for children's growth and development. Play offers children the freedom to explore their own interests, develop problem-solving skills, and foster creativity. Through play, children become confident learners who engage with the world around them, building their understanding of how things work. Play supports cognitive, physical, social, and emotional well-being, creating the conditions children need to thrive.

By prioritizing extended, uninterrupted play in nature, we empower children to experiment, solve problems, cooperate, and think creatively. These experiences form the foundation of lifelong learning.

### **Benefits of Nature-Based Education**

Our nature-based curriculum offers a wide array of benefits, nurturing children's development while instilling a love for the environment:

**Earth Stewardship:** By fostering a deep connection with nature, children grow into Earth stewards who respect, protect, and care for our planet.

**Empathy and Connection:** Nature-based learning creates an environment where every child is encouraged to express their emotions and understand the feelings of others. This shared experience fosters empathy and strengthens social bonds.

**Healthy Habits:** Early and frequent exposure to the outdoors encourages physical activity and helps children internalize healthy habits that can lead to a lifetime of well-being.

**Improved Cognitive Performance:** Nature-based learning enhances children's ability to solve problems, collaborate, and build emotional resilience, all while improving cognitive performance.

**Decreased Illness:** Children who spend more time outdoors benefit from fresh air, which can reduce the spread of illnesses commonly found in indoor settings.





**Mindfulness and Mental Well-Being:** Time spent in nature naturally calms the mind, reduces anxiety, and promotes mindfulness. Children learn to appreciate the beauty of the natural world, which enhances their emotional well-being.

**Sample Activities:**

**Nature Exploration:** Guided walks, sensory observations, and nature journaling help children develop curiosity and appreciation for their environment.

**Collaborative Play:** Large group activities and small-group problem-solving games cultivate teamwork and empathy.

**Creative Expression:** Art, storytelling, and music rooted in nature allow children to express themselves freely and build confidence.

**Mindfulness Practices:** Quiet reflection and mindful moments help children connect with their emotions and the world around them.

**Earth Care Projects:** Gardening, composting, and habitat restoration teach responsibility and provide hands-on experiences in sustainability.

**Outdoor Learning Environment**

We believe that nature is the ultimate classroom. Our outdoor learning spaces are intentionally designed to spark curiosity, foster creativity, and encourage physical exploration. The children have access to varied natural landscapes where they can immerse themselves in rich, dynamic learning experiences.





### **Sample of Daily Routine**

09:00 am - 09:15 am	Drop off
09:15 am - 09:30 am	Circle time
09:30 am - 10:00 am	Snack time
10:00 am - 11:00 am	Nature Exploration (activities, explorations, STEM)
11:00 am - 11:30 pm	Free Play
11:30 am - 12:00 pm	Lunch
12:00 pm - 12:40 pm	Free Play
12:40 pm - 01:00 pm	Mindfulness activity/Yoga
01:00 pm	Dismissal

### **Child Abuse Policy**

At Verde Wildwood Forest School, we are legally obligated to report any suspicion or evidence of child abuse or neglect. Staff will immediately contact the child abuse hotline at 1-866-ENDHARM (1-866-363-4276) upon identifying such concerns. Our caregivers and guides are committed to using positive, constructive discipline methods. Physical punishment, including spanking or any other corporal punishment, is strictly prohibited during school hours. Discipline will focus on positive guidance, redirection, and the establishment of clear boundaries to help children develop self-discipline.

Any form of discipline that is humiliating, shaming, frightening, or otherwise harmful to the child's well-being is strictly forbidden, regardless of parental or guardian consent. Verde Wildwood Forest School, LLC ensures that each educator undergoes specialized training on effective and appropriate discipline techniques tailored to the developmental needs of children.



To further prevent child abuse within our program, we will:

- Maintain an adequate number of qualified staff to ensure proper care and attention for all children.
- Provide consistent supervision of all staff and volunteers.
- Implement and enforce clear policies and procedures to maintain a safe and secure environment.
- Assign experienced personnel to oversee staff regularly.
- Encourage parents and guardians to actively participate and observe the program at any time.

### **Health and Illness**

At Verde Wildwood Forest School, we conduct daily health checks and document our findings to ensure the well-being of all children. In the event of an incident, an incident report will be promptly completed. Any head injuries will be reported to the parent or guardian immediately, and proper first aid will be administered, along with extra attention for the injured child.

All staff members at Verde Wildwood Forest School have undergone background checks and are certified in CPR and First Aid.

Under no circumstances is a sick child permitted to attend Verde Wildwood Forest School. Children should be allowed to recover fully from any illness in the comfort of their own homes to prevent the spread of contagious diseases. If a parent is unable to stay home with their child, it is their responsibility to arrange alternative care. While it is not always possible to prevent the spread of illness, we strive to minimize exposure and promote hygienic practices to limit the risk.

For the well-being of everyone, the following health policies will be strictly enforced:

Children who have shown any symptoms of illness within the last 24 hours must stay home, as they are likely contagious.

Children must remain home for at least 24 hours after receiving routine immunizations.

Symptoms that require a child to stay home include, but are not limited to:



Fever of 100.4°F or higher (measured orally)  
Nausea, vomiting, or diarrhea  
Sore throat or loss of voice  
Persistent coughing  
Yellow or green nasal discharge  
Drainage from eyes or ears  
Rash, or presence of head lice



We reserve the right to determine whether a child is fit to stay in school when illness is a concern. If a child becomes ill during the school day, the parent or guardian will be notified and is expected to arrange pick-up within 45 minutes. If the child must be isolated from others while waiting, every effort will be made to minimize exposure. If parents cannot be reached, the designated emergency contact will be called.

#### COVID-19 Guidelines:

If any member of your household is exposed to COVID-19, all children must quarantine with parents or guardians for 3 days and provide a negative test result before returning to the program.

If your family travels to a known COVID-19 "hot spot" or outside the country, all family members must quarantine for 3 days and have a negative test before returning to the program.

#### **Medicine Administration Policy**

Verde Wildwood Forest School, LLC will not administer any medications for any reason. If a child needs to take medication while in the care of the staff, the parent/guardian will need to come and administer it to the child.

Families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the program.



### **Medical Emergencies**

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a Non-life threatening way, we will assess the child and provide first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. (I.e. needs stitches, broken arm, or dislocation, etc.).

All costs associated with injuries to the child will be the responsibility of the parent/guardian. In the case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to his/her doctor or the hospital, if necessary. If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to The nearest Health Medical Center. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in our care.

### **Emergency Policy Procedures**

#### **Evacuation and Relocation**

1. In the event of relocation, we will transport the children to St. Barnabas Anglican Church- 2340 N 155th St, Shoreline, WA 98133
2. School evacuation procedures  
Guides will match head counts to attendance lists.  
Emergency go pack will be taken with the staff member  
A guide will carry infants.
3. Release of Children from relocation site.
  - i. The director will call all parents and guardians to let them know where we are located and the steps that will be taken for pick-up.
  - ii. Each guide will make a list of children in their care.
  - iii. Guides will identify parents based on their emergency form and mark them off the list as they are picked up.
4. Guides will take their backpacks with them as they evacuate.
5. All children will be evacuated on foot.
6. Staff members will be assigned specific responsibilities listed below during an emergency.



A staff member must stay at the hospital or emergency location until a parent arrives.

7. Location of the following:

- i. First aid kit: There is one for every guide in the go pack.
- ii. Additional emergency supplies: These are located in each go pack.

The director also has a cell phone on them at all times.

8. Lockdown: In the event of a lockdown the staff will follow the listed steps and procedures to ensure the safety of the children.

- i. The director will take children to a secure area of the school. Infants will be carried.
- ii. The guides will keep the children calm and distracted.
- iii. The director will keep in contact with staff to alert them of changes and when it is safe to come out
- iv. The Director will alert the authorities and parents when it is safe to do so.



### **Potty Prepared Policy**

At Verde Wildwood Forest School, we encourage children to be potty trained before joining our program. However, we understand that potty training is a process, and some children may still be in pull-ups as they continue to develop their independence.

Our approach is to support children in this process with care and patience. Below are the guidelines for potty training within our program:

1. **Potty Training Expectation:** Children should be in the process of potty training by the time they join our program. This means they are aware of using the toilet and can signal when they need to go, even if accidents happen occasionally.





2. **Use of Pull-Ups:** If your child is still wearing pull-ups, that's okay. We will work with them to transition fully to using the toilet. However, pull-ups are expected to be used mainly as a backup, and children should be encouraged to use the toilet during school hours.
3. **Daily Preparation:** Parents must supply clothing in the children's backpacks, including at least **two complete changes of clothes** and an extra pair of shoes and socks, in case of accidents inside the children's backpacks.
4. **Support During the Day:** Our staff will offer gentle reminders and guidance to children who are in the process of potty training, helping them establish independence in using the toilet.
5. **Accidents:** We understand accidents may occur. If a child has frequent accidents over an extended period (more than two weeks), we may request a meeting with the family to discuss how to best support the child's potty training progress.
6. **Hygiene and Cleanliness:** Soiled clothing will be placed in a labeled bag and sent home at the end of the day. We do not rinse soiled clothes at the school for hygiene reasons. If clothing is not taken home promptly, it will be discarded.

We believe in creating a positive, supportive environment for children as they navigate this important developmental milestone. If your child is in the process of potty training, please feel free to communicate any specific needs or routines that will help us support them effectively.

Please sign and return this form, acknowledging that you have read and agree to the Potty Training Policy.

Print and Sign Here:

Date:

Please sign and Return this page stating that you have read and agree to the terms in this parent handbook for Verde Wildwood Forest School LLC

Print and Sign Here:

Date: