

## Embracing children of diverse abilities and their families

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# WELCOME TO KINDERING

Kindering embraces children of diverse abilities and their families by providing the finest education and therapies to nurture hope, courage, and the skills to soar.

## *Kids*Clinic PARENT HANDBOOK 2026-2026

Revised 9/2025

Welcome to Kindering! We are eager to assist your child and family. This handbook provides an outline of Kindering's services and several important policies and procedures and we hope you will find this a useful reference tool. We are committed to making your time with us a fulfilling experience, and we look forward to getting to know you and your family.

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This Parent Handbook is a general guide to Kindering's programs, philosophies, and policies. It is not a contract and does not guarantee services. Kindering reserves the right to revise, update, or withdraw any content at any time. The most current version of this handbook is on our website. No verbal or written statements by staff override the content or intent of this handbook.

Kindering's **Board of Directors** oversees the organization's financial and service sustainability. Board members include parents of children with special needs, professionals in medicine and education, business leaders, and community advocates.

#### **DESCRIPTION OF SERVICES**

#### KidsClinic Services:

Research is equally clear: the elementary years are a critical time for growth, learning, and development. Supportive therapies and interventions during this stage can make a lasting difference in a child's confidence, school readiness, and overall well-being. At Kindering's *Kids*Clinic, we provide highly individualized, family-centered services to children ages 3–11, and children under the age of three not enrolled in Early Supports for Infants and Toddlers. Our expert team partners closely with families, offering evidence-based strategies, coaching, and compassionate support to help children thrive at home, in school, and in the community.

KidsClinic services are rooted in the belief that every child can be an active and successful participant in their classroom, friendships, and daily life. By supporting children in real-world activities, we help build meaningful skills in the places where they live, learn, and grow. KidsClinic services at Kindering may include: Occupational Therapy, Physical Therapy, Speech-Language Therapy, Feeding Therapy, and Social Interactions.

KidsClinic provides neuro-affirming, evidence-based, and play-based therapy with a strong emphasis on parent collaboration. Each child participates in a structured Treatment Pathway, which serves as a roadmap for their services. This pathway outlines anticipated duration of therapy, identifies developmental goals, and ensures that skills are practiced in ways that meaningfully transfer into everyday routines and settings. Service plans are reviewed every 16 weeks, allowing our team to monitor progress, adjust goals, and collaborate with families to ensure individualized support. Parents are expected to be engaged in sessions for the best carryover into the real world. If appropriate for your child to separate from you during a session, it is requested that you will stay on campus for coaching at the end of the session, to support transitions, and to support your child in the case of an emergency.

## **Additional Kindering Programs**

## Early Support Services:

Early Support services provide free, family-centered therapies for children from birth to age 3 who may have developmental delays or disabilities. A team of specialists works with families in everyday settings—like at home or in childcare—to support growth in communication, motor skills, social-emotional development, and more. The program's goal is to help young children build strong foundations for learning and give families strategies to support their child's development.

#### Stepping Stones Toddler Preschool:

An integrated early enrichment program designed to enhance learning and socialization in young children of all abilities. Activities encourage experimentation, discovery, and social interaction in a safe, supportive environment. Children have opportunities to participate in a variety of engaging learning activities such as sensory, movement, pretend play, art, snack and circle time. Special attention is given to the unique needs of each child, and Early Support services can be delivered within this setting when appropriate. Class meets twice a week and field trips are offered throughout the year. Preschool is offered in English and Spanish.

## • Early Supports Medical Director Consultation and Diagnostic Assessments:

Kindering's Medical Director provides on-site neurodevelopmental evaluations and diagnostic assessments for children enrolled in Early Support.

#### CHERISH™ 3-5:

A trauma-informed program for children ages 3–5 involved in the child welfare system that strengthens the parent-child or caregiver-child bond and supports emotional regulation through Child-Parent Psychotherapy (CPP).

#### Sibshops:

A fun, supportive monthly group for siblings ages 8–12 of children with special needs, where kids connect, share, and play with others who understand their unique experiences.

#### • Childcare and Preschool Consultation:

On-site visits to childcare and preschool programs to consult with staff and ensure all children's success in childcare.

## • Parent Education Classes:

Evidence-based, culturally respectful information and strategies to support and strengthen parents, grandparents, and caregivers in areas where they may be challenged.

#### PARENT RIGHTS and RESPONSIBILITIES

Parents are the leading members of their child's team. Please help the other team members by communicating any questions, concerns, praise or dissatisfaction.

#### **Client Rights:**

We are committed to supporting each child and family with respect and care. We hope to foster an environment where every family feels valued, informed, and empowered. As a Kindering family, you can expect to:

- Receive services in a safe, supportive, and non-discriminatory environment.
- Participate actively in decisions about your child's services, including evaluation, planning, and delivery of supports.
- Give or withhold consent for services, assessments, and information sharing.
- Access and review your child's records and request corrections if needed.
- Receive services that are culturally and linguistically responsive, including access to interpreters as requested.
- Voice concerns and have them addressed in a timely and respectful manner.
- Be informed of your rights and have access to advocacy or complaint processes without fear of retaliation.

#### **Caregiver Participation:**

Parents and caregivers play a vital role in our work. At Kindering, we recognize that family relationships are at the heart of every child's life. You bring expert insight and deep knowledge of your child to the team. Our primary role is to support you and your family in nurturing your child's development and working together toward meaningful, shared outcomes.

When caregivers are actively involved in services, children have more natural opportunities to practice skills between visits. Through everyday routines at home and in the community, this consistent reinforcement helps support learning and promote progress for your child. Our providers will coach you on how to best help your child grow and learn.

Parents are expected to be engaged in sessions for the best carryover into the real world. If appropriate for your child to separate from you during a session, it is requested that you will stay on campus for coaching at the end of the session, to support transitions, and to support your child in the case of an emergency.

## Cancellation/No Show Policy:

We recognize that children and families may occasionally face illness or scheduling conflicts. If you need to cancel a therapy session, please contact us as early as possible. Early notice allows staff to make the best use of their time.

To ensure that services remain meaningful and consistent, *Kids*Clinic reviews a child's service plan:

- At the end of every 16-week Pathway
- When a family has multiple parent cancellations, late cancellations, late arrivals or noshows for a provider or team

This allows us to consider if a more effective service plan can be adopted to better support participation. Possible outcomes include but are not limited to: 1) discontinuing a service; 2) modifying a service; and 3) if necessary, exiting all services. Please see our attendance policy for more details regarding late cancellations, late arrivals, and no show appointments.

#### **Cultural Diversity and Language Access:**

Kindering is committed to fostering an environment that welcomes and respects families of all backgrounds. We value each family's unique culture, traditions and caregiving practices, and we strive to provide services that are responsive to your preferences. Providing care that reflects your values and priorities is central to our approach.

To ensure access for all families, Kindering offers services in your preferred or native language whenever possible. If you need an interpreter for therapy sessions, meetings, phone calls or with written communication, please let your any member of your team know. We are here to make sure language is not a barrier to receiving the support you need.

#### Parenting Plans/Court Orders:

The safety and well-being of children, families, and staff is a top priority. If there are safety concerns, we will work collaboratively with families to make reasonable adjustments to service options, locations and communication methods, when feasible and appropriate. Parents must provide Kindering with current copies of any No Contact, Protective or Restraining Orders that may impact service delivery. Additionally, please share updated Parenting Plans that outline parental rights and responsibilities, including authority over medical or educational decisions for a child.

#### **Parent Behavior:**

Kindering is committed to maintaining a safe, respectful, and inclusive environment for all clients, families, and staff. We have a zero-tolerance policy for harassment, intimidation, bullying, or any other inappropriate behavior including verbal, physical, emotional or discriminatory actions. Kindering reserves the right to modify or terminate services for any client whose behavior compromises the safety or well-being of others (WAC 110-300-0485).

Inappropriate conduct by parents or caregivers may include – but is not limited to – behavior that endangers the health or safety of others; being under the influence of drugs or alcohol during sessions or on Kindering premises; or failing to maintain appropriate attire during interactions with staff. Such conduct will result in an investigation, which may lead to the modification or termination of services. Report any incidents to Kindering's Chief Program Officer.

## **Termination of Services:**

We value open and transparent communication with families regarding their services. If a family chooses to discontinue services, we ask that you inform your therapist or Intake Coordinator directly.

Kindering may also discontinue services when a parent or guardian is unable to meet program expectations or adhere to agency policies. Reasons for early termination may include, but not be limited to: lack of contact, repeated missed appointments, inappropriate or unsafe caregiver behavior (as defined above), mistreatment of staff, or our inability to provide the staff or services necessary to meet a child's specific needs.

Expulsion of a child will occur if behavior is exhibited that presents a serious safety concern for that child or others, and Kindering is not able to reduce or eliminate the safety concern through reasonable modifications (WAC 110 300 0340). Expulsion is considered only a last resort and is made in the best interest of all children and staff involved. Kindering will collaborate with parents to explore strategies, behavior support plans, or other interventions to address behavior. Should expulsion be deemed necessary, Kindering will assist the family during the transition period by offering resources and recommendations for community based services or therapeutic options.

#### **POLICIES & PROCEDURES PROTECTING YOUR RIGHTS**

#### **Confidential Records:**

At Kindering, we are deeply committed to protecting your family's privacy and protected health information. We safeguard all medical, educational, personal and financial information in accordance with federal and state laws. All staff and volunteers are required to maintain strict confidentiality and will not share your information – either directly or indirectly – unless legally required to do so. For more details, please refer to Kindering's Notice of Privacy Practices, included in your child's enrollment packets or available at <a href="https://kindering.org/privacystatements/">https://kindering.org/privacystatements/</a>. Kindering reserves the right to change its <a href="privacy">privacy</a> practices and, if it does so, will provide a revised Notice of <a href="Privacy">Privacy</a> Practices upon request. You have the right to revoke this acknowledgment in writing at any time.

We respect and support your right to access and review your child's records, request corrections, receive copies of authorized disclosures, and ask for a list of who has accessed or received your child's information. During the enrollment process, we will request your written consent to share information with medical, therapeutic, or educational providers we collaborate with to support your child.

Records are disposed when a child reaches their twenty-first birthday. Our commitment to confidentiality and privacy ensures that your information is handled with the utmost care and in accordance with relevant regulations, including HIPAA (Health Insurance Portability and Accountability Act).

## Child Abuse and/or Neglect/Mandated Reporter:

Kindering has a zero-tolerance policy for child abuse, neglect, or exploitation. The safety and well-being of every child in our programs is our top priority. We do not permit any form of corporal punishment or inappropriate behavior management. Staff are subject to immediate dismissal for failure to comply with this policy.

Additionally, Kindering staff are mandated reporters under RCW 26.44.030 (Child Abuse and Neglect- Duty to Report). This means all staff are legally required to report any suspected abuse or neglect to Child Protection Services (CPS) immediately, and without prior notice to the family if there is reasonable cause to believe harm has occurred. Upholding the safety of children is foundational to our mission and practice at Kindering.

## **Photos and Videotapes:**

Photos and videos may be used at Kindering to support treatment, training, and fundraising. With your written permission, we may also use images for brochures, presentations, media, or other outreach efforts. Families have the right to decline the use of their child's photo or video for any purpose. We will always request written consent before capturing or using any photos or videos of your child for treatment or any external use. You may opt out at any time.

Similarly, to protect staff privacy, families may not record or photograph Kindering employees during services without their written permission, whether in person or virtually. This restriction also applies to posting photos or videos of Kindering staff on social media.

#### **Behavior Management:**

At Kindering, we use positive, respectful, and effective behavior guidance strategies that support each child's development. Corporal punishment is never permitted, including spanking, shaking or any form of physical or verbal abuse. Our behavior management approach includes techniques such as redirection and planned ignoring to encourage appropriate behavior. When necessary, a child may be temporarily removed from a situation to ensure safety and provide space for regulation. In cases of ongoing behavior concerns (e.g. biting or hitting), staff and parents would work together to create a behavior support plan.

All Kindering staff and volunteers are responsible for upholding these standards. We are committed to maintaining a safe and supportive environment where every child can thrive.

## **Religion Policy:**

Kindering is a nonsectarian organization, which means we do not promote or follow any specific religious beliefs. We welcome families of all faiths, spiritual traditions, and belief systems, including those with no religious affiliation.

We value and respect the diverse backgrounds of the children and families we serve. In partnership with you, we will incorporate your family's unique religious or cultural needs into our therapy approach whenever possible. Please inform your providers so we can offer the support your family prefers.

#### **Non-discrimination and Accessibility Policy:**

Kindering is committed to providing equitable, inclusive, and accessible services for all children and families. We comply with applicable federal and state civil rights laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and relevant Washington State nondiscrimination laws. We do not discriminate or tolerate harassment based on race, color, national origin, language, religion, sex, sexual orientation, gender identity or expression, marital or family status, age, disability, or any other protected characteristic.

We work to ensure full and meaningful access to all Kindering programs, services, and activities. This includes providing services free from bias or discrimination, offering physical and communication accessibility (including interpreter services) and other reasonable accommodations to support a child's participation in programming. We are committed to identifying and addressing barriers to equitable access and participation in all aspects of our work.

If you believe your rights under Section 504 or the ADA have been violated, you may access our Dispute Resolution process or submit a written grievance to our Chief Executive Officer. Please include the relevant dates, a description of the concern, and any suggested resolution. Kindering will review and respond within a reasonable timeframe.

#### **FUNDING SOURCES**

*Kids*Clinic services are not funded by public resources. Families are expected to contribute to the cost of services through either insurance or fee-for-service.

#### 1. Private Insurance:

Kindering bills insurance for occupational, physical, speech-language therapy, feeding therapy, AAC, social groups, and nutrition consultation as benefits allow. Families are responsible for deductibles, co-pays, and co-insurance as it relates to a family's insurance plan. For children with Medicaid, reimbursement by Medicaid is considered payment in full.

#### 2. Fee-For-Service:

Families who choose not to use insurance, or have run out of medical benefits, are expected to pay out of pocket for services.

## **HEALTH and SAFETY PROCEDURES**

#### Illness Exclusion and Infectious Disease Policy:

Kindering is committed to providing a safe and healthy environment for all children, staff and volunteers. Please partner with us to ensure the safety and health of others and to prevent the spread of communicable disease. Following the advice of King County Health Department we exclude children with the following symptoms from any services regardless of location:

- **Fever:** Temperature of 101 or higher. Child must be fever free for 24 hours without the use of fever reducing medications before resuming classes and services.
- Severe Flu & Respiratory Illness Symptoms (including COVID-19): Severe cold symptoms (sore throat, swollen glands, or a bad cough). Symptoms must be improving and child must be fever free for 24 hours without the use of fever reducing medications before resuming classes and services.
- **Diarrhea:** 3 or more watery stools in a 24-hour period. Exclude child from classes and services for 24 hours after the last watery stool.
- **Vomiting:** 2 or more times within the past 24 hours. Exclude child from classes and services for 24 hours after the last episode of vomiting.
- Rash: Body rash, especially with fever or itching. Diaper or heat rashes and allergic reactions are not contagious. Consult your primary care provider for guidance.
- Lesions (example from Hand Foot & Mouth or Chickenpox): Exclude from classes and services until all lesions have scabbed over and mouth sores have healed (about 5-7 days from onset) or when cleared by your primary care provider.
- **Eyes:** Thick mucus or pus draining from the eye, or pink eye. Consult your primary care provider for guidance.
- **Appearance**, **Behavior**: Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- Lice: Child must receive their first lice treatment before resuming classes and services.

**PLEASE** notify staff immediately if your child contracts a known infectious disease, in particular, those that can be harmful to pregnant women or medically vulnerable children or adults. Kindering serves infants and toddlers, many who have special healthcare needs and are more susceptible to complications from illnesses like these. Notify staff immediately, even if your family is exclusively receiving home visits. Examples include, but are not limited to:

- Respiratory Illness (such as COVID-19/Coronavirus, Influenza/flu, etc.)
- Whooping Cough (Pertussis)
- Measles
- Fifth Disease
- MRSA related infection
- Chickenpox (Varicella)
- Hand-Foot-Mouth Disease

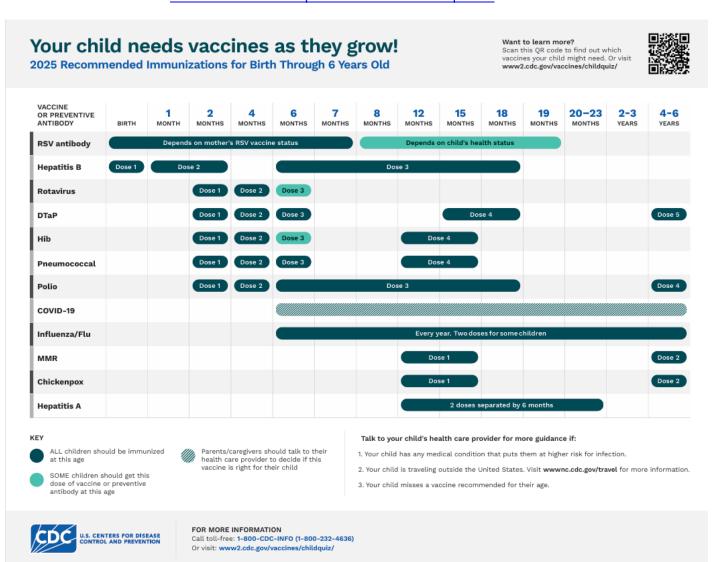
#### **Bed Bugs:**

Please notify staff if you receive home visits and your home has bed bugs. Although bed bugs do not transmit communicable disease, they are highly transferrable and could travel with a staff member and infest their home or other children's homes. For the safety and comfort of our staff and other families, please plan for services in an alternative location until your home is free of bed bugs.

#### Immunizations:

Immunizations play a key role in protecting children, families, and communities from serious illnesses. At Kindering, we serve many young children with special health care needs who may be more vulnerable to complications from communicable diseases. We strongly encourage families to keep their children up to date on vaccinations as recommended by your child's pediatrician or healthcare provider. In the event of a vaccine-preventable disease outbreak, children without documentation of current immunizations may be temporarily excluded from services to help reduce the risk of transmission.

For more information on recommended vaccines for young children, please refer to the CDC's immunization schedule: Vaccine Schedules | Childhood Vaccines | CDC

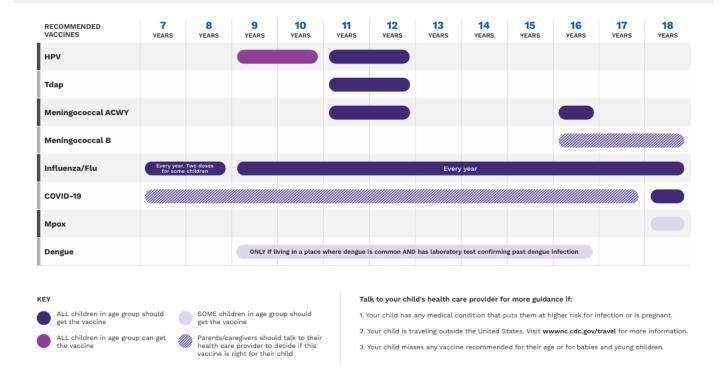


## Older children and teens need vaccines too!

2025 Recommended Immunizations for Children 7-18 Years Old

Want to learn more? Scan this QR code to find out which vaccines your child might need. Or visi www2.cdc.gov/vaccines/childquiz/







FOR MORE INFORMATION

Call toll-free: 1-800-CDC-INFO (1-800-232-4636)
Or visit: www2.cdc.gov/vaccines/childquiz/

#### Medications:

In most cases, parents or caregivers will administer needed medication while child is receiving services at Kindering. With proper training and authorization, Kindering staff may administer emergency medication only. This requires written instructions from the child's physician and signed consent from a parent or guardian. Emergency medication must be provided in the original prescription container, clearly labeled with the child's name, physician's name, medication name and strength, dosage, and timing. Please speak with your child's therapist if your child has any medication needs during services.

#### Allergies:

Please inform us in writing of any allergies your child may have so we can take appropriate steps to support their safety and well-being. We will make every effort to accommodate any dietary or sensory need. To help protect children with nut allergies, we ask that no nut products be brought into our facilities, including peanut butter, trail mix, candy bars, and other foods containing nuts. While Kindering takes extensive measures to maintain a nut-free environment, we cannot guarantee it will be completely free of nut exposure.

## **Safety Guidelines:**

To ensure a safe, respectful, and welcoming environment for all children, families and staff, please follow these guidelines while on Kindering premises:

- All children must be accompanied by an adult. Caregivers are encouraged to provide activities for siblings visiting Kindering during on-site appointments.
- Swings, outdoor equipment, and suspended equipment are not accessible to children or adults unless explicitly part of the child's educational program and under staff supervision.
- Children must be accompanied by a staff member to enter unoccupied classrooms or playgrounds and should not run in the hallways.
- Please be respectful to staff and other parents at Kindering. Intimidation and other forms of disrespect are not tolerated.
- Exercise vigilance in parking lots to ensure the safety of children. Never leave children unattended in a car.
- Diapers should be changed only in designated areas following the posted procedures.
   Please dispose of diapers in the designated changing room and avoid changing diapers on the floor or furniture for health and sanitation purposes.
- For the well-being of all children, pets are not allowed in the building unless they are certified therapy or service animals performing their designated roles.
- Firearms, alcohol and recreational drugs are strictly forbidden on Kindering premises.
- Smoking is not permitted in the building. If you choose to smoke, please stand at least 25 feet away from the building.
- Parents may park in "Kindering" spaces or undesignated spaces. Never leave children unattended in a car.
  - Bellevue: please do not park in fire station spaces or in their parking lot or driveway.
  - Bothell: please do not park in other businesses dedicated spaces.
  - Redmond: parking options include street parking on NE 87th St with 2-hour and some 3 hour limits, as well as a parking garage accessible from NE 87th. Look for "TC" marked spots with green dots for Together Center.

#### **EMERGENCY PROCEDURES**

## **Emergency Medical Procedures:**

To ensure proper care in the event of a medical emergency, families must have a signed emergency release form on file. This form includes your child's physician and preferred hospital, which will be honored when possible. Please note that families are responsible for any medical expenses incurred because of emergency care.

In an emergency, Kindering staff will take appropriate action as necessary: contacting parents or designated emergency contact, consulting the child's physician for immediate medical advice, and/or calling an ambulance if the situation is warranted. A detailed incident report will be written by the staff and provided to the parents/caregivers and other authorities as required.

#### **Accident and Incident Reports:**

If your child experiences an accident or incident during therapy or while on Kindering premises, the staff member will promptly complete an incident report. A copy of the report form will be provided to the parent and staff will notify the Chief Program Officer. If additional action is needed, staff will follow the Emergency Medical Procedures outlined above.

#### Safety Drills/Emergency Procedures:

Kindering conducts regular **fire drills**, and **everyone must exit the building during these drills**, including parents. **Evacuation maps** showing exits, fire alarms, and fire extinguishers are posted in hallways near stairwells. We encourage you to take a moment to review them. If you are onsite during an emergency, please follow all instructions from **Kindering staff** to ensure everyone's safety.

#### - Fire Procedure:

In the event of a fire or fire drill at Kindering, the building alarm will sound. Please exit the premises through the nearest door in an orderly manner.

- Close doors in your area as you exit.
- If you are on the 2nd floor, use the stairs for evacuation as the elevator will not be operational.
- In observation rooms, if it is safe to do so, enter the classroom and assist with the evacuation.

## - Earthquake Procedures:

During an Earthquake:

- Stay calm.
- Do not leave the building. If you are outside, move away from structures, buildings, and power lines.

- Assist children to a safe location. Take cover under a table or desk or sit against an interior wall. Cover your head and neck as soon as possible.
- Remain in your shelter for several minutes after the shaking stops.

## After an Earthquake:

- Stay where you are until evacuation instructions are given. Instructions will be communicated via loudspeaker or air horn.
- Staff will make every effort to bring emergency supplies and first aid kits when exiting classrooms.

## - Lockdown Procedures:

In certain emergencies, isolating children and staff may be the safest course of action. A lockdown will be initiated in situations such as an intruder, nearby gunfire, or exposure to hazardous chemicals. Staff will carry out lockdown procedures according to established safety protocols. If you are on-site during a lockdown drill or event, please:

- Ignore fire alarms during a lockdown evacuation will only occur as directed by staff or emergency personnel.
- Remain where you are until instructed by staff or public safety officials.
- Stay calm and support a quiet, composed environment.

Kindering management will determine when it is safe to resume normal operations. Parents will be notified if a lockdown procedure is initiated for any reason.

#### **SCHOOL CALENDAR & INCLEMENT WEATHER**

#### **Inclement Weather/Snow Policy:**

In the event of inclement weather, Kindering sites generally follow their local school district's closure and delay decisions. Site-specific guidance is below:

#### **Closure and Delay Guidelines**

Kindering Bellevue generally follows Bellevue School District's closing and delay schedule.

Newsline 425-456-4111 or www.bsd405.org

Kindering Bothell generally follows Northshore School District's closing and delay schedule.

Newsline 425-408-6001 or www.nsd.org

Kindering Redmond generally follows Lake Washington School District's closing and delay schedule.

Newsline 425-936-1200 or https://www.lwsd.org/

## **Closure Policy (All Locations):**

- <u>Late Start</u>: Classes and therapies scheduled before 11am will be cancelled. Sessions at 11am or later will continue as scheduled.
- Closure: All sessions will move to tele-therapy, whenever possible.

## **How to Check for Weather-Related Changes:**

- Call Kindering's main phone line for an updated greeting about closures or delays
- Check <a href="http://flashalert.net/">http://flashalert.net/</a>. You can set up automated notifications for the school districts.
- Follow Kindering on Facebook or Instagram for the latest information on closures or delays
- Your provider will reach out with instructions about your class or therapy schedule