



# KINDERING

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.*

## EARLY SUPPORT PARENT HANDBOOK 2025-2026

*Revised 9/2025*

Welcome to Kindering! We are eager to assist your child and family. This handbook provides an outline of Kindering's services, policies, and procedures; and we hope this is 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 Kinderling's programs, philosophies, and policies. It is not a contract and does not guarantee services. Kinderling reserves the right to revise, update, or withdraw any content at any time. The most current version of this handbook is available on Kinderling's website. No verbal or written statements by staff override the content or intent of this handbook.*

*Kinderling'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

### **Early Support Services:**

Research is clear and compelling: eighty percent of a child's brain develops in the first three years. Early Support services and therapies can make a lifelong difference. At Kindering, we provide highly individualized, family-centered services to children from birth to age 3. Kindering's Early Support services are part of Washington State's Early Support for Infants and Toddlers (ESIT) program. As an ESIT provider, our teams partner closely with families, offering coaching, strategies and compassionate support to help children thrive in their everyday activities and routines.

Early Support services are rooted in the belief that every child can be an active and successful participant in their home, childcare, preschool and community. By supporting children in familiar settings, we help build skills where families and children live, play and grow. Early Support services at Kindering may include:

- **Family Resources Coordination:**

Every family is paired with a Family Resources Coordinator (FRC) – your go-to guide throughout your Early Support journey at Kindering. The FRC is your main point of contact and works closely with you and your child's team to coordinate services and develop an **Individualized Family Service Plan (IFSP)** tailored to your family's priorities and concerns. Your FRC may also connect you with resources in the community or additional services as needed.

FRCs also play a key role in supporting transitions – whether it's moving to another Kindering program, preparing to transition to your local school district at age 3, or connecting with other community services. Transition planning begins at least six months before your child's third birthday to ensure everything goes smoothly.

- **Home and Community-based Early Support Services:**

At Kindering, your Early Support team will come to you – in your home, childcare or other familiar community setting. Our experienced team of therapists and educators will work with you and your child during everyday routines like playtime, meals, or bathtime to support meaningful learning throughout the day. Whether it is speech, motor skills, feeding, social-emotional growth or overall development, we focus on what matters most to your family and build your confidence as their first and best teacher.

- **Baby Steps Parent-Infant Group:**

Baby Steps is a weekly group for parents and caregivers of infants and young children. It offers a space to connect with your baby, share experiences with other caregivers, and learn about parenting topics in a supportive environment.

- **Family Co-op Playgroup:**

Family Co-op is a weekly parent-toddler class that combines learning, play and connection in a fun and supportive environment. Facilitated by an experienced educator or therapist, Co-op offers families hands-on opportunities to build skills, gain parenting strategies, and connect with other caregivers. The group is designed to support both parents and children as they learn and grow together. Co-Op is offered in English and Spanish.

- **CUBS:**  
The CUBS program provides extended individualized instruction time, therapies and social support for children with Autism or other related diagnoses. Designed to complement Early Support services for children ages 1-3 years, CUBS offers both home-based and classroom-based options to meet each family's needs. The program includes Applied Behavior Analysis (ABA), as well as speech therapy and occupational therapy, to support children's development through play and engaging activities.

### **Additional Kindering Programs**

- **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.
- **Medical Director Consultation and Diagnostic Assessments:**  
Kindering's Medical Director provides on-site neurodevelopmental evaluations and diagnostic assessments for children enrolled in Early Support.
- **KidsClinic at Kindering:**  
This program offers high-quality pediatric therapy services in a clinic setting—including speech, occupational, physical, and feeding therapy—for children from birth to age 11, available through insurance or private pay.
- **Washington State Fathers Network (WSFN):**  
A free program that connects and empowers men raising children with disabilities or special health care needs through peer support, advocacy training, and access to resources.
- **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 infant or toddler'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.

### **Cancellation/No Show Policy:**

We understand 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 --*preferably before 8 am on the day of your appointment*. Early notice allows staff to make the best use of their time.

To ensure that services remain meaningful and consistent, Kindering reviews a child's service plan when:

- A family has three or more parent cancellations or no-shows for a provider or class, or
- A family has not received services from any provider for more than a month.

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.

### **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 Family Resources Coordinator or any member of your team know. We are here to make sure language is not a barrier to receiving the support you need.

### **Additional Community Resources:**

Reach out to your Family Resources Coordinator for help accessing services like food, housing, transportation, childcare, healthcare, parenting classes, recreation and more. We can also assist with donated items through KidVantage.

### **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:**

**Early Support Program:** 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 Family Resources Coordinator directly. If a family disengages from services without communication, ESIT requires Kindering to continue outreach efforts for up to three months before formally exiting a child from Early Support services.

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. Services may also be discontinued if a family moves outside our service delivery area.

If services are discontinued for any of these reasons, Kindering will refer the family to the local county referral team for assistance connecting with another provider. Families have the right to appeal a service termination decision by following Kindering's Dispute Resolution Process.

### **Dispute Resolution Process:**

Washington State's Early Support for Infants and Toddlers (ESIT) program outlines parents' rights and procedural safeguards. You've received a copy of these rights from your Family Resources Coordinator. They are also available online, along with translated materials:

<http://www.dcyf.wa.gov/services/child-development-supports/esit>.

***What is a Dispute?*** A dispute occurs when a parent or caregiver disagrees with a Kindering decision about a child's IFSP development, review or implementation. Kindering is committed to resolving conflicts respectfully with open communication and without negative consequences for any party involved.

### ***How to Resolve a Dispute***

1. **Start with the individual involved.** Attempt to resolve the conflict directly with person connected to the concern. Complaints can be submitted at any level but will be routed back to the provider unless the parent requests otherwise. Parents can seek support from an advocate at any stage of the process.
2. **Escalate to the Chief Program Officer.** If the issue isn't resolved, request a meeting with the Chief Program Officer. Communication of complaints will be conducted in the parents' primary language, if necessary. Document the disagreement including dates, situations, and possible solutions. A resolution decision will be made within 10 business days.
3. **Escalate to the Chief Executive Officer.** If needed, the CEO will meet or confer with those involved and issue a decision within 10 business days. Unresolved issues may be referred to the Executive Committee of the Board of Directors. A written decision will be shared with all parties.

***Optional Mediation.*** At any point in the process, families may choose mediation – a free, voluntary service --- to help resolve a dispute related to the identification, evaluation, or services for their child. Choosing the mediation process does not affect your right to a due process hearing or other legal safeguards under Part C of the Individuals with Disabilities Education Act (IDEA). Please refer to your [Parent Rights Brochure](#) or request a copy from your Family Resources Coordinator.

***Due Process.*** Due process ensures fair treatment and receipt of the benefits provided by the law. If you believe your child hasn't received Early Support services as required by law, you may request a due process hearing. Details are included in the Parent Rights Brochure.

**Additional Contacts and Filing a Formal Complaint.** Early Support families are encouraged to reach out directly to their County Lead Agency. For **King County** residents - Wen Harris, Prenatal to Five Team Lead, 206-263-9052, [wen.harris@kingcounty.gov](mailto:wen.harris@kingcounty.gov) OR **Snohomish County** ESIT Lead [ESIT@snoco.org](mailto:ESIT@snoco.org); 425-388-7332. To make a formal complaint or request mediation or a due process hearing, please contact the Washington State's Early Support for Infants and Toddlers (ESIT) program at (360) 725-3500.

## **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 <https://kinding.org/privacystatements/>. Kindering reserves the right to change its privacy practices and, if it does so, will provide a revised Notice of Privacy 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.

Your child's records are securely stored on-site at Kindering until their third birthday, at which time they are moved to a secure off-site storage facility. 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:**

Early Support services are not fully funded by public resources. Families are expected to contribute to the cost of services through either insurance or a monthly fee.

1. Using Insurance:

Kindering will bill your private or public insurance for services as benefits allow. Families are responsible for any deductibles, co-pays, and co-insurance based on their specific plan. Financial assistance is available if out-of-pocket costs create a hardship. A fee adjustment application is available for any family upon request. For children with Medicaid, no deductibles or co-pays apply.

2. Monthly Fee Option:

Families who choose not to use insurance may pay a monthly fee based on family size and income.

## 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 policies and procedures established by the CDC and King County Public Health, 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

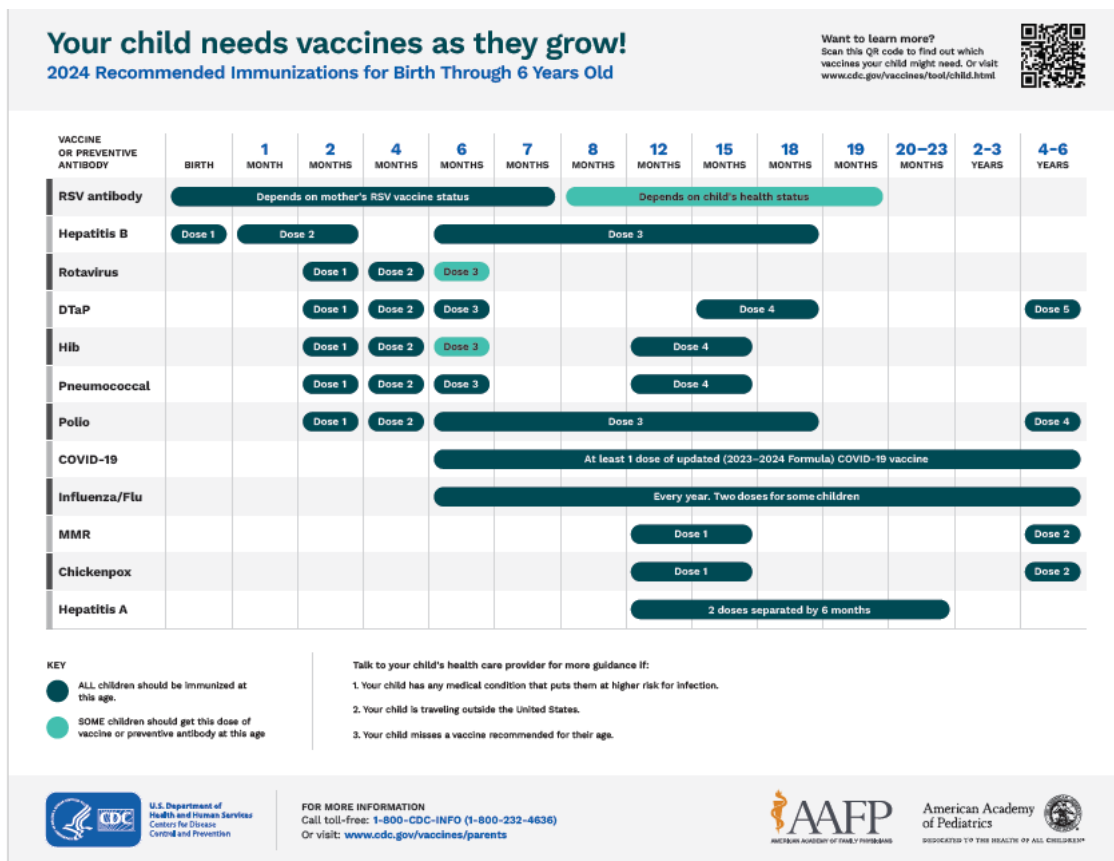
Kindering respects personal choices around masking, Kindering staff will not ask families to mask. Some providers may wear a mask for personal health reasons. Thank you for respecting their choice and not asking them to remove their mask or asking about their health/illness status.

**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: [Your child needs vaccines as they grow! 2024 Recommended Immunizations for Birth Through 6 Years Old](https://www.cdc.gov/vaccines/imz/managers/parents/2024-recommended-immunizations-for-birth-through-6-years-old)



**Medications:**

In most cases, parents or caregivers will administer any needed medication while their child is

receiving services at Kindering. With proper training and authorization, Kindering staff may administer emergency medications only. This requires written instructions from the child's physician and signed consent from a parent or guardian. Emergency medications must be provided in their 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 or educator 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 at Kindering Facility:**

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

- Children must be always supervised by a parent or caregiver until class or therapy begins.
- Respectful behavior is expected. Disruptive, aggressive or inappropriate behavior will not be tolerated.
- Spanking, shaking or any other form of corporal punishment is not allowed.
- Do not audio record, video record, or photograph Kindering staff while performing their duties without their written permission.
- Swings, outdoor play structures, and suspended equipment may only be used when part of a child's educational program and under direct staff supervision.
- Children must be accompanied by a staff member to enter unoccupied classrooms or playground areas. Running in hallways is not permitted.
- Diapering must be done only in designated areas. Follow posted procedures and dispose of diapers in the provided changing room bins. For health and safety reasons, do not change diapers on the floor or furniture.
- Animals are not allowed inside our premises unless they are certified service or therapy animals actively performing their roles.
- Firearms, alcohol and recreational drugs are strictly forbidden on Kindering property.
- Smoking is not allowed inside the building. If you smoke, please stay at least 25 feet away from any entrance.

At **Kindering Renton**, some spaces are shared with St. Matthews Lutheran Church (SMLC). Thus, additional guidelines apply as follows:

- Families and children using the Kindering classrooms in the main SMLC building must stay within Kindering designated areas. When entering the main SMLC building, please go directly to your classroom or to the Kindering waiting area -- the observation room (Room 201) located on the north side of the classroom.

- Please do not use the SMLC lobby as a waiting or play area for your child or family, or explore other areas of SMLC not noted above.

### **Safety Guidelines in Home/Community:**

To ensure a safe and positive experience, please follow these guidelines during home or community-based sessions:

- A caregiver must be present and actively participate with their child during all visits.
- Respectful behavior is expected. Disruptive, aggressive or inappropriate behavior will not be tolerated.
- Please refrain from smoking during sessions with your child and Kindering staff.
- Do not audio record, video record, or photograph Kindering staff while performing their duties without their written permission.
- Firearms must be safely secured while Kindering staff are present in the home. Firearms must be unloaded and locked in a secure location (e.g. lockbox, gun safe) that prevents access by others. Ammunition should be stored separately. For more information on safe firearm storage, visit [King County Public Health](#).
- Pets may join the session if they are friendly and the Kindering provider agrees. If a pet is aggressive or the provider requests, please contain the pet in a separate area during the visit.

## **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.

For incidents requiring more than basic first aid, the Chief Program Officer will also notify the appropriate agencies, including Snohomish or King County Early Support Program and the child's DDA case manager, depending on the family's county of residence.

### **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**

Kindering’s program generally follows the local public-school calendar with the exclusion of summer break. We observe typical school holidays. A full calendar is included in your Welcome Packet and available online at <http://kindering.org/kinderingfamilies/familycalendar>.

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](http://www.bsd405.org)

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

- Newsline 425-408-6001 or [www.nsd.org](http://www.nsd.org)

**Kindering Renton** generally follows **Renton School District’s** closing and delay schedule.

- Newsline (425) 204-2300 or <https://www.rentonschools.us/>

**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):**

- **Late Start:** 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 <http://flashalert.net/>. 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