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WELCOME

Dear *Redmond Toddler Group* Member,

Welcome to **Redmond Toddler Group**! We hope that you and your child have a great year in “TOBY SCHOOL”! We, the Board of Directors, are here to serve you, so if there is anything that we can do for you, please call on us.

Redmond Toddler Group is a cooperative Parent Education Program, affiliated with Lake Washington Institute of Technology. While we provide a wonderful program for your child, our primary goal is to supply you with relevant and useful parenting information. The toddler years can be challenging, and this program is designed to help you make these years enjoyable for you and your child.

In addition to your regular weekly class, you will have the opportunity to participate in many other aspects of our program. We have hundreds of books in our Library (both parent-education and children’s titles) that you may check out. Each month, you will have the chance to purchase top-quality books through our Scholastic Book Program and to hear top-rated speakers from around the Puget Sound area. We’re also proud of the fact that we belong to the Organization for Parent Education, a state-wide group that keeps us informed of all the state legislative activity pertaining to parenting and family issues.

Redmond Toddler Group is run by a Board of Directors. The RTG Board consists of executive board members plus a parent leader from each class. All of these are volunteer positions and fellow students. A copy of the RTG bylaws is posted at the school and is available for your review. The board meets the fourth Monday of each month at the school. You are cordially invited and encouraged to attend!

Please feel free to contact any board member should you have a question or concern. We can be reached best through email. We are looking forward to an exciting year, and we hope that you and your child will enjoy and benefit from this program.

Sincerely,

Redmond Toddler Group Board of Directors

www.redmondtoddlergroup.org

president@redmondtoddlergroup.org

GENERAL INFORMATION

HOW REDMOND TODDLER GROUP OPERATES

RTG is a parent-education cooperative program affiliated WITH LWTech. A cooperative is a working relationship between the students and the college. The Board of Directors is responsible for the handling of daily operations as well as for establishing the policies and procedures. As a student, your representative on the board is your Parent Leader.

The teachers are responsible for managing the daily curriculum for adults and children in the daily classes. The teachers are employed and supervised by LWTech.

RTG has filed the necessary legal documents to operate as a non-profit corporation within the State of Washington under IRS rules. RTG is a charitable corporation for which LWTech assumes no fiscal management responsibilities. All management is handled by the board of directors.

CLASSES ARE BASED ON THE CHILD'S AGE

In order to comply with the cut-off birthday date used by Lake Washington School District (LWSD), admission into RTG classes is based on the child's age (in months) by August 31st of the school year in which they are applying for enrollment. Exceptions are permitted in order to fill classes after school begins in September or at the teacher's discretion in August.

THE BOARD OF DIRECTORS

RTG is governed by an elected volunteer board of directors. The board of directors consists of an Executive Board, the Teachers, and the Parent Leaders. The teachers act in an advisory capacity to the board and do not vote on issues. Executive board members must be elected to their positions. Elections are held at the April board meeting. Positions run from June-May. Any student who will be enrolled for the school year is welcome to run for an executive position.

Your communication to the board of directors is valued. Please feel free to contact any board member with your concerns or comments. Email is the best way to contact your board members and emails can be found by reaching out to your class Parent Leader. Your input is appreciated.

The board is responsible for all policy and operating decisions of the group. Board meetings are held on the fourth Monday of each month at 7:30p.m. at RTG or remotely. Your attendance is welcome at each Board meeting. If you have an issue that you would like discussed, please contact the president one week prior to the meeting to be placed on the agenda. Due to time constraints, non-agenda items will not be addressed.

GOALS OF THE PARENT EDUCATION PROGRAM

- To enable parents to understand children's needs, capabilities, and individual differences and to develop the resources, skills, and strategies that encourage development.
- To provide access to current information and community resources that can help families to improve the quality of their lives.
- To develop a children's program which facilitates growth, encourages creativity, demonstrates effective guidance techniques, and provides appropriate children's activities.
- To utilize the talents, energies, and knowledge of parents to enrich the program for children and adults.
- To help individual families identify problems early and find solutions.
- To help adults to identify their own needs and to satisfy these in a manner consistent with responsible child care.
- To provide a group discussion experience of parenting topics that encourages an atmosphere of mutual support and caring.

TEACHER RESPONSIBILITIES

The teacher is the coordinator for the class and is responsible for organizing all parent education. Furthermore, the teacher is responsible for planning and implementing age-appropriate activities for the children. The teacher is primarily there to assist the students (parents) and is not to be viewed as necessarily the child's teacher. Every effort is made to allow for each parent and child to have varied opportunities for mutual exploration and interaction.

STUDENT RESPONSIBILITIES

The following is a short list of your responsibilities as a student in the Redmond Toddler Group's (RTG) co-op program. The remainder of the handbook gives more detail on these items and other helpful information for you.

- The RTG program exists for the parent, who is the registered student. Each week, the parent (student) attends a lab class with their child. Students must notify their parent leaders or teacher if they will be absent.
- Each term the student must attend Parent Education classes regularly. Some meetings are considered mandatory. Failure to attend parent education meetings could result in the student being dropped from the program.
- The adult(s) attending class regularly must be registered with Lake Washington Institute of Technology and complete all the necessary steps to ensure that teachers are able to enroll them in the designated Parent Education course for their class.
- The parent is expected to participate in the program's fundraising activity – the spring carnival – working a minimum of two hour shift during carnival day or setup, providing a cake for cake parade, and contributing to the class raffle/auction basket. If alternatives to carnival need to be found, we expect your full support.
- The student is responsible for cleaning up the facility after each class and for being a courteous class participant. During toddler classes, the student is responsible for supervising an activity during free play. Toddler classes are required to participate in an additional deep cleanings one time during the year.
- Students are expected to pay all tuition and fees according to the payment schedule.
- The student may, and is encouraged to, serve on a committee overseeing the operation of the program. Elections for board positions are held each spring.
- Students should keep themselves and their child(ren) home when ill, follow all current health measures and school policies, and comply with risk management guidelines.
- Students must follow all library policies: one item only per section and items may be kept for a two-week period. Items kept longer than 30 days are assumed lost and the student will be fined replacement value.
- Students should make themselves familiar with all fire and earthquake escape routes, location of the fire extinguisher, and other safety procedures.
- Adult visitors only (sorry not kids can visit classes) and must be approved of by the teacher ahead of time.
- Students must watch the current OPEP safety video.

If you feel you cannot comply with these requirements, please discuss your participation in this program with your teacher.

POLICIES AND PROCEDURES

TUITION AND FEES

Students must pay the following fees:

- An initial **NON REFUNDABLE reservation fee** is collected when the student registers. Included in the fee is the Lake Washington Institute of Technology (LWTech) insurance fee to cover personal injuries on site.
- **LWTech per credit tuition** and **Redmond Toddler Group (RTG) co-op fees** are due at the beginning of each term or may be paid in full upfront. The LWTech fee is set by the college. The co-op fee is determined by the Executive Board of RTG on an annual basis. Co-op fees and fundraising cover all operating expenses for the school.
- If more than one adult is attending, an additional LWTech credit tuition shall be collected.

SCHOLARSHIPS

We are lucky at RTG to have been endowed many years ago with a separate scholarship fund for students. Many families have continued to contribute to the Anita Jefferson Scholarship fund. The scholarships cover tuition but not reservation fee. Full scholarships cover all of tuition (including college fees). Half scholarships cover only one-half of co-op fees. Scholarship applications are available on our website.

REFUNDS

If you withdraw early in the quarter, you may be eligible to receive a partial refund. Not attending a class does NOT make you eligible for a refund. If a student wishes to drop, they must provide written notice to the Registrar (registrar@redmondtoddlergroup.org) and Treasurer (treasurer@redmondtoddlergroup.org). No refund may be initiated by phone or verbally. Students will forfeit all claims to refund of tuition and fees if they fail to withdraw from a course, or if they are suspended or terminated for misconduct. The refund check will be mailed to you.

Refund Schedule

- Cancellation of a course – 100% (including reservation fee)
- Prior to the first day of the quarter – 100% (not including reservation fee)
- By the second Friday of the quarter – 80%

ATTENDANCE

PLEASE BE ON TIME : Class schedules will be run promptly, so that the student and the child will get the most from every class.

ILLNESS

Children and adults with a known or suspected communicable disease are not permitted to attend class.

Please be considerate of yourself and others, and do not attend school if you or your child have cold or flu symptoms. Clearance from your doctor or nurse should be received before returning to school with any symptoms present (like cough or congestion). Children and adults with any of the following symptoms should STAY HOME:

- Fever of 100°F (under arm) or higher - stay for home for 48 hours after fever free without fever reducing medication.
- Vomiting on 2 or more occasions within the past 24 hours
- Sore throat
- Persistent cough
- Congestion or runny nose not related to seasonal allergies
- Earache
- Diarrhea – 3 or more watery stools within a 24-hour period or 1 bloody stool
- Rash, especially with fever or itching
- Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
- Fatigue that prevents participation in regular activities, sick appearance, and/or not feeling well.
- Behavior - unusually tired, difficult to wake, lack of appetite, confused or irritable, “Just not like themselves”.
- Open or oozing sores, unless properly covered, or 24 hours on antibiotic treatment.
- Lice and scabies - children and staff may return to school after treatment. Contact the local Health District for treatment protocol.

COVID-19 & RETURN TO SCHOOL

****Please notify your teacher if anyone in your household test positive for Covid-19. *****

People who are ill and had known exposure to Covid 19 are encouraged to be tested for COVID-19 and follow Department of Health (DOH) guidance for what to do if you have confirmed or suspected COVID-19. This guidance applies regardless of COVID-19 vaccination status.

EMAIL IF ABSENT

Please notify your parent leader or teacher in the event you are unable to attend class. Notified absences are excused, whereas two or more unexcused absences may result in forfeiture of class space.

CLASS MAKE UPS

We are a school and like a school, we do not offer in person class make-ups due to absences for travel, appointments, illness, etc. We will offer an online make-up circle time once a month, for families who miss class. Advance sign up will be required. Please see SNOW DAY & INCLEMENT WEATHER regarding canceled classes.

MATERNITY LEAVE/NEWBORNS:

A student must continue to pay tuition to hold a spot in the class if they desire to take maternity leave. Newborns are welcome up to 12 weeks of age, in a front pack only. Newborns may NOT be brought in infant seats due to safety concerns. An alternative adult may come with the toddler, if you pre-arrange it with your teacher.

OTHER SIBLINGS

We can no longer accept unregistered siblings in our classes, even on an occasional basis, without a completed special events waiver form in place prior to the class. Please try to find alternate care for your sibling for your class day. Our insurance policy and risk management through LWTech requires that we enforce this rule.

VISITORS

Adult visitors are welcome in class. Please notify your teacher at least 24 hours in advance.

SNOW DAYS & INCLEMENT WEATHER

If the Lake Washington School District is closed or delayed for snow, we will run circle times online that day. Look for announcements from your teacher because they may not be at your regular class time.

Please note that with spaces being used for other classes and teacher's schedules, we are rarely able to make up a class with an in-person class. Also note that Lake Washington Technical College requires that makeup for inclement weather only required after two or more missed classes.

For Outdoor classes we operate rain or shine but sometimes other conditions come up (such as a lot of wind at a location with big trees, lightning, or poor air quality). If class is canceled for the day, we will provide a make-up class online. When in doubt, check the Google Classroom page.

TRANSFERS

A student may transfer from one class to another class with an opening without paying any new registration fees. A transfer will be assessed, though, and co-op fees paid may need to be adjusted.

VACATIONS, TRAVEL AND RETURN TO SCHOOL

A student must continue to pay tuition to hold their spot in class if they wish to miss class due to additional vacation.

Travelers should follow CDC travel guidance for safe return to school or wear a mask after air travel in addition to monitoring for symptoms and testing within 3-5 days - whichever is the stricter guideline

CALENDAR YEAR/HOLIDAYS

Class year runs September to May. We follow Lake Washington School Districts break schedule for Spring and Midwinter breaks. You can access your class calendar on your Google Classroom and the school calendar on our website.

CLASS INFORMATION

GOOGLE CLASSROOM

All communication regarding the class will run through Google Classroom. It is very important that you join your classroom as soon as you receive an invitation. You may need

a GMAIL account. There is a very convenient phone app and Outdoor students should download it.

PARENT EDUCATION DISCUSSIONS

Everyone is expected to regularly participate in parent education discussions. There will be some parent education events, such as Orientations, that are mandatory. Failing to regularly attend discussions can lead to you being asked not to return for the next quarter.

Parent education will happen online and in person . There will be a mix of discussions just for your class, videos and handouts from your teachers, teacher office hours, and whole school online lectures and discussions, and multi co-op professional speakers to hear live.

We really want to cover the parent education topics that are important to you. Once the quarter is underway, we will be asking your feedback on topics that you would like to see covered.

Many parent education conversations include sensitive and candid topics, and many times, parents and children would benefit if children were not present. All conversations must be kept confidential; identifying details (including names), information, or accounts may NOT be shared outside the immediate parent group.

Some online parent education events may be recorded by the teacher so that students who could not attend may still receive the information. Notification will be given if the event is to be recorded. Individuals are prohibited from recording our online discussions.

TIME SCHEDULE

Toddlers do their best at school when we follow a very predictable schedule. They thrive on the routine and are their most cooperative when they know what will happen next. Please help the teacher adhere to the posted schedule.

Your prompt arrival and departure are necessary so that everyone can participate in classroom activities.

In consideration of others, if it is not your week to clean at the end of class, please leave the classroom as quickly as possible. The teachers need to be free to prepare for the next class.

CIRCLE TIME ETIQUETTE

During online and in person circle times, we use a variety of fun things like puppets, music, bubbles, instruments, and ribbons to dance with.

Our prime focus during circle time is the children. Every attempt to encourage participation is requested. We, therefore, discourage adult conversation as it is distracting to the general group. **PLEASE SILENCE YOUR MOBILE DEVICES.**

ONLINE CIRCLE TIME

Online circle times will be done on Zoom. The meeting id and link will be posted on your Google Classroom. Please include yours and your child's names on your Zoom ID so that we can all get to know each other better. When you first open your Zoom, you will be muted and can unmute yourself. We do make use of the Chat function to have parents answer questions and screen sharing, so this does work better on a computer screen than a phone.

Teachers will mute and unmute everyone at various times during circle time. There is a delay which makes singing together distracting, so the mute will be active for a lot of our singing.

No recordings can be done when children are involved, so there will be no recordings of our circle times.

SHOW AND TELL

Children in the 24-36 month-old and 30-42 month-old classes may bring an item for the "Toby method" of Show and Tell. Each year the class's parent leader establishes a system so that all children have a chance to share on alternate days.

STORY TIME

Depending on the age level of the class, there may be a short story time session. Parents are asked to contain their child on their lap for story time. Outdoor classes will have a story time. During this time, families will spread out and may have a snack.

CLASS ACTIVITIES

RTG classes are a place for FUN. Play is the natural way a toddler learns. It is the way she learns to concentrate, to exercise her imagination, to try out new ideas, to practice grown-up behavior, to develop a sense of control over her world. A toddler can completely lose himself in play. He is self-directed, wholly involved, and completely absorbed. Through play, a child is continuously discovering herself and her world; creatively coping with life's tasks; learning to deal with her own emotions; mastering skills; and gaining initiative and confidence in herself.

Because play is the young child's chief avenue for learning, the RTG classroom and classes are arranged so that this kind of learning is facilitated. The teachers provide materials, space, opportunities, and experience in line with the children's abilities and interest in this

stage of growth. Within this framework, the teacher's task is not that of directing play but of removing obstacles to the child's natural learning process. The classroom has been designed for play! Play and fun can be synonymous. This fun is not meant to be limited to the children. Parents can play and have fun, too! Freedom to play should be a precious possession of every person.

BIRTHDAY RECOGNITIONS

It is optional whether a parent desires to celebrate their child's birthday. Please let your teacher know at the beginning of class if it is your child's birthday. We will sing to your child and give them a special birthday sticker.

INDOOR CLASSES

STATION ASSIGNMENTS

Upon arrival at each class, students are responsible to sign up for supervising an activity center during free play time. These include paint, sensory table, playdough, discovery table, quiet reading area, and the climbing area. **Your attentive supervision is your number one priority at all times. Never leave the children unattended.**

TIPS FOR SUPERVISING TODDLERS

- Be alert to children at all times – this is not a time for small group discussion with other parents.
- Sit when possible and get down on their level of play.
- Use a calm, friendly, quiet voice.
- Protect property rights – he who is using a toy or gets to it first has a right to it. Try to see that each child has his turn, but be ready with alternatives!

Parents need to be attentive to the correct use of material such as paint, playdough, and sensory materials. For example, paint on paper only, no eating of playdough, sensory material stays in the sensory table, etc. Other areas of concern would be blocks are for building, not throwing, carts are for pushing, not running into others. Blocks or other toys are not used to hit people. If there are problems with which parents are having difficulty resolving, please ask the teacher.

PLAYDOUGH

Students are responsible for providing the playdough for their toddler class. Teachers or parent leaders will communicate how playdough will be collected for the year. A recipe for

playdough is provided at the back of this handbook or you may purchase playdough or bring in 2 regular sized Play Dohs cans.

HYGIENE REQUIREMENTS

1. All mouthed toys should be placed in the “mouthed toy” bin during class. These toys will then be washed and disinfected before they are put back out.
2. Follow instructions so that you do not mix used and clean materials (like art supplies).
3. Surfaces will be cleaned regularly with a bleach solution.
4. Please do not bring toys in the bathroom when using the changing table or potty chair. If one does get brought in by mistake, please place it in the mouthed toy bin.
5. **Washing hands is the best way to help in the fight against germs.** Please always wash your and your child’s hands after any diaper change or bathroom use. **It is required that everyone, parents and toddlers, wash hands upon arriving, before/after snack and when leaving school.**
6. Adults are asked to wear masks if they have an increased risk of exposure to Covid 19, like after plane travel or participating in a large gathering.

FOOD & SNACKS

There will be a short opportunity for children to eat snacks during class time. Each family should bring their own small healthy snack. Children should remain seated at all times while eating.

Redmond Toddler Group is a **peanut-free school**. Please make sure that snacks are peanut-free.

DIAPER CHANGING/POTTY CHAIR

It is against the City of Redmond Health Codes to place soiled or dirty disposable diapers in our garbage cans. Please “pack-out” all diapers to your car! (We do not provide plastic sacks for such purposes; please bring your own bags in which to carry home dirty diapers and/or clothing.) Changing tables are provided both in the bathroom and directly outside it.

When your child uses the potty chair, please empty and clean it. Disinfecting spray is provided in the bathroom and near both changing tables.

ROOM CLEANING

As most classes are scheduled back-to-back, it is the responsibility of every group to see that the equipment is put away in the proper places after class is over and that the tables and floors are clean and ready for the next group. Additionally, parents will rotate completing additional classroom chores for the last fifteen minutes of class to assure that everything is clean for the next class.

Daily cleaning procedures will be gone over at your in class orientations.

TODDLER EQUIPMENT AND USES:

To help guide your toddler through the first days at RTG, here is a listing of some of the equipment available and how it can best be used as a learning experience.

EQUIPMENT	OBJECTIVES	ENCOURAGED USE	DISCOURAGED USE
Castle	Coordination	Taking turns	Impeding use, Pushing
Slide	Dramatic Play	Pretending	Climbing up wrong way
Blocks	Concept Development, Dramatic Play, Construction Skills	Hauling, Building, Jumping, Stacking, Dismantling	Throwing, Hitting, Destroying work of others
Sensory Materials	Digging, Sifting, Sensory Experience, Dramatic Play	Pouring, Smoothing, Pretending	Eating, Throwing, Carrying away
Playdough	Sensory Awareness, Tension Release	Roll, Pound, Squeeze, Cut	Throwing, Taking away from another, Hoarding
Easel Paint	Creative Expression, Use of colors, Mixing, Manipulative Skill	Individual Technique (need not be recognizable)	Painting another's work, Painting another person, the wall, floor, etc.
Housekeeping Toys	Dramatic and Social Play, Trying out family roles	Cooking, Serving, Caring for baby, Ironing, Sharing	Throwing Equipment, Disturbing play in progress, Crowding
Rocking Boat	Enjoyment of Rhythm, Dramatic Play, Social Skills	Rocking, Singing, Pretending, Waiting, Sharing, Taking Turns	Standing in boat, Standing too close, Feet protruding

Scissors	Manipulation, Coordination, Manipulative Skill	Making cuts in paper, Cutting across paper	Carrying scissors, Cutting unauthorized materials
Table Toys	Small muscle development, Coordination	Use on the table, Work independently	Leaving toys out, Throwing toys, Putting toys in mouth

OUTDOOR CLASSES

Outdoor classes take place at local parks around the Eastside. A list of parks by week will be provided at least two weeks advance and can be found on your Google Classroom page.

HYGIENE REQUIREMENTS

Hand washing and/or hand sanitization is required at the beginning of class, after toileting, before/after eating, and prior to leaving. Hand washing is the best way to clean hands, so it is highly encouraged to use the hand washing station or park sinks when available.

FOOD (SNACKS & LUNCHES)

Children should be seated at all times while eating. During storytime, there will be the opportunity to have a snack or light lunch. Please bring a waterproof blanket or item to sit on, as we may not have tables or benches available, depending on the park. .

Please note that Redmond Toddler Group is a **peanut-free school**. Please do not bring snacks that contain peanuts or peanut product.

LIBRARY

We have a wonderful library with books for children and parenting books. There is an online catalog that you can view from our website.

CHECK-OUT AND RETURN PROCEDURES: Please see directions for the computer library system on our website. If you are a student who does not come to school regularly, you may find a book in our catalog and email the librarian to put a hold on it. Then you can come and pick it up at school at a prearranged time.

CHECK-OUT LIMITS: All materials may be checked out for **two weeks**.

DEFECTIVE MATERIALS: Place any damaged or defective materials in the librarian's box on top of the shelves with a brief note explaining the problem.

LOST MATERIALS: The borrower will be fined the replacement value of the item unless the item is returned or replaced within 30 days of check-out date.

OVERDUE MATERIALS: An email will alert you to overdue materials. If items are exceptionally late, overdue fees may apply.

FUNDRAISING

We are not able to cover all of our operating expenses with tuition alone so we need to do additional fundraising every year. This year will be extra crucial because we are taking fewer students and have increased expenses. In the past we did one large fundraiser, Carnival, and a couple of other smaller ones. This year we will need to do several fundraisers and may need to rethink Carnival depending on Department of Health and state mandates.

Thanks for your support and patients as we figure it all out.

CARNIVAL/RAFFLE

Co-op fees alone do not cover RTG's operating expenses, so the school sponsors a Toddler Carnival each spring to raise additional funds to help pay for new equipment, materials, and other expenses. If Carnival does not happen, we will find suitable fundraising alternatives.

FINANCIAL COMMITMENT

Each class puts together a raffle/auction basket and all coop members must donate towards it.

TIME COMMITMENT

Each class must run one of the many booths or programs. **Every class member is required to participate.** Typically this involves working a minimum of two and a half hours at the carnival (or on the set-up or clean-up crew). There are also tasks to be accomplished prior to the carnival weekend.

CAKE COMMITMENT

Each student is required to provide a cake or twelve cupcakes (homemade or store bought) for the cake parade at Carnival.

EMERGENCY/SAFETY INFORMATION

All adults and children should know the escape route, and doorways must always be kept clear.

Parents and teachers should always be observant of fire prevention and never use frayed extension cords, flammable liquids, or space heaters. All materials are kept at least six inches away from heaters. Parents should be familiar with the location of the fire extinguisher and emergency phone.

There will be periodic fire and earthquake drills.

Emergency information is posted, and a first-aid kit is available in the marked classroom cabinet. Parents should also have their own emergency kit including water, food/formula, diapers, etc. in their car.

The RTG phone is a **MESSAGE** phone only. Messages are checked periodically. If someone is trying to reach you at school for an emergency, have them call 911.

Adult belongings should be stored out of reach of children, and medications or other dangerous items must be safely secured away from children

Hot beverages are to be kept out of the children's classroom.

Smoking is not permitted.

Adults responsible for children must not be impaired by substance use (i.e. medications, drugs, alcohol or marijuana).

Any adult discovering a safety hazard (i.e. broken toys, equipment, or health hazard) shall immediately remove the hazard from use and shall report the problem to the teacher.

Adults are required to follow school guidelines around masking. These guidelines will be based on CDC and the state's Department of Health recommendations. Masking guidelines will be outlined at orientation and may change throughout the year based on current recommendations.

- At the beginning and end of class, families are required to wash their hands (or use a hand sanitizer if outdoors). Frequent hand washing and/or cleansing is highly encouraged throughout both indoor and outdoor classes.

WEAPONS

A weapon means any firearm, explosive, knife, club or other object such as pepper spray, that has been designed with the intent to harm another person or property (or replica of such a firearm or object) or any object used to inflict harm to another person or property.

No weapons or firearms, whether concealed or not, or any other dangerous items or devices are allowed on the school property.

PEANUT POLICY

RTG is a **peanut- and peanut product-free program (at school or outdoors)**. Please make sure that the snack or lunch you bring does not contain peanuts or peanut products. This is especially important if there is someone in your class with peanut allergies. Be careful not to use peanut oil when making playdough or food to share at potlucks. If there are children with additional allergies in your class, your teacher will discuss it in class.

EMAIL ADDRESS USAGE

We ask that you do not use your classroom email list or Google Classrooms for advertising home business (i.e., Pampered Chef, Creative Memory Discovery Toys, etc.).

STATE MANDATES

IMMUNIZATIONS

State law for the collection of Immunization Records changed in August, 2020:

Verified Immunization Status needs to be collected for every child before they can attend in person classes (in our classroom or outdoors). There are two ways to obtain a Certificate of Immunization Status (or CIS) form.

1. Go to <https://wa.myir.net/register/> and register with the state and print off your child's immunization record to bring to school or

2. Go to your doctor and have them give you a signed (by physician) WA State Certificate of Immunization. If your child is not fully immunized for any reason, you will need to obtain a Certificate of Exemption signed by your physician.

CHILD ABUSE

Parent Education Instructors employed by LWTech are required by **WASHINGTON STATE LAW** to report suspected incidents of abuse and neglect (RCW 26.44.030(1)). In doing so, they have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor. For further clarification, see State Department Guide.

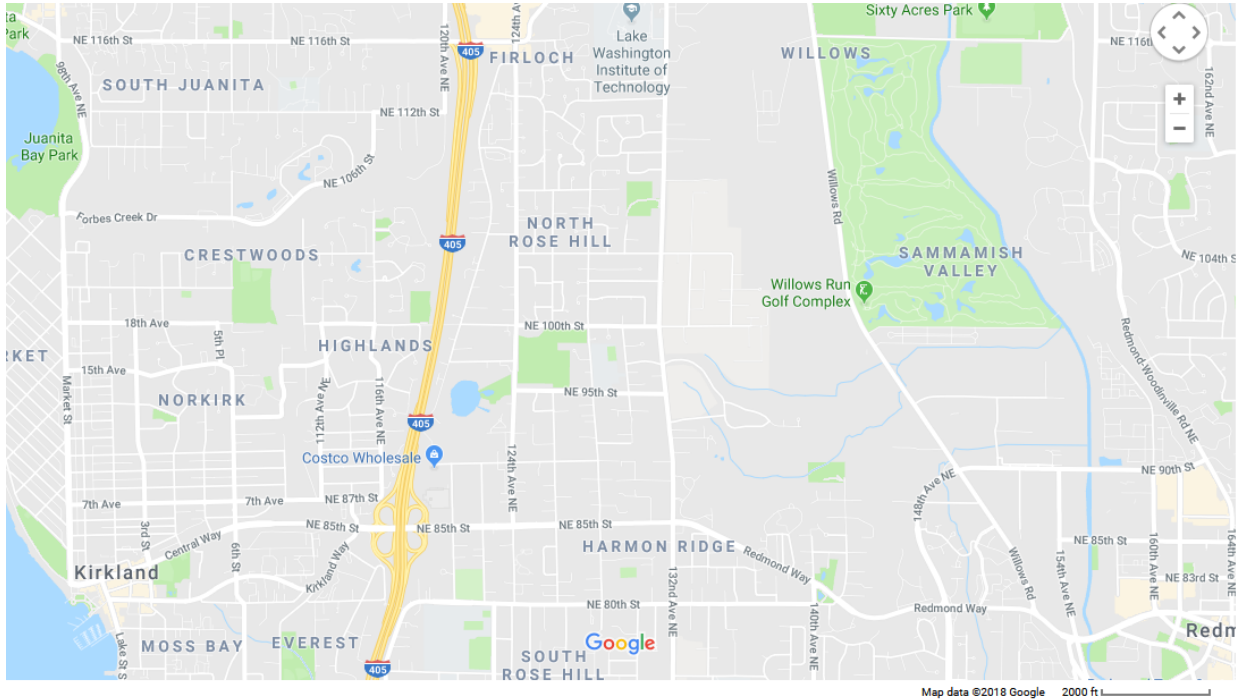
NONDISCRIMINATION POLICY

RTG admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities available to students at the school. RTG does not discriminate in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

ADDITIONAL INFORMATION

DIRECTIONS TO LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

- From Redmond, take Redmond Way/NE 85th Street westbound toward Kirkland
- Turn right onto 132nd Ave NE
- Travel north about 2 miles. Campus is located on the left. Parking is free.



LAKE WASHINGTON INSTITUTE OF TECHNOLOGY CAMPUS MAP

