

Voices of Tomorrow

PARENT HANDBOOK



Address: 10206 51st Ave S., Seattle, WA 98178

Phone: 206-466-1229



East African
Development Center



welcome

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bienvenidos



Welcome to East African Development Center

Voices of tomorrow proudly presents East African Development Center (EADC). EADC is a preschool program, where we are dedicated to ensuring that every aspect of the program advances racial equity and social justice of all children.

Our goal is to create a safe, supportive, and stimulating environment that encourages the social/emotional, physical, and mental development of young children through creative play, while nurturing each child's sense of accomplishment and personal growth. Our daily activities are designed as a foundation for your child's early development. Children learn through interactive play, we provide an environment that is conducive to this goal. Activities include but not limited to: art, science, pre-reading, and math skills, Dramatic play, music, language, and writing development. We stress the utilization of all senses for the most efficient learning experience. We ensure that all children have the opportunity for small and large muscle development as well as cognitive development, while engaging individual and group interactions.

EADC is a bilingual and bicultural preschool program. We strive in cultivating the identity of the African child. VOT is launching the first dual language preschool program in EADC. The language that will be taught in the program is Somali and English. While we recognize we will have diverse children in our program, research shows that children can become multilingual at a young age. This program will expose your child to intentional instruction in the Somali language both in receptive and expressive language. This is our opportunity to elevate our children's native language, prepare them academically for kindergarten, and learn how to skillfully meuniere through the school systems as bilingual-bicultural, without losing their native language.

Our teachers are also bilingual, and hold degrees in ECE. They are dedicated in the growth and development of each child that comes through the doors here at East African Development Center.

GOALS & PHILOSOPHY

Our Philosophy at EADC is to provide an environment where children feel safe, included, and are encouraged to explore materials, as well as their relationships with peers and adults. We believe that children learn through engagement and thrive emotionally, socially, physically, and cognitively when they are included in their environment. At EADC, families play key role in our programs. We believe without the partnership of our families, we cannot accomplish our goals. It takes all of us to raise a child.

Goals for each child include helping them to:

- Move along the development sequence at his/her optimum rate using learning objectives from Teaching Strategies
- Learn through identifying children's interests and incorporating them into a natural play setting
- Develop positive attitudes toward school and learning
- Develop positive work habits and skills, such as: attention span, organizing work, and following a daily routine
- Develop foundations for reading, writing, visual skills, auditory skills, left-to-right orientation, interest in printing, letter awareness, association of letter to sound, and rhyming, at his/her own development
- Develop a love for literature and to become familiar with literacy and language
- Develop cognitive skills such as: problem solving, synthesizing, analysis, and classification
- Develop the foundations of mathematics, one-to-one correspondence, counting association of set to symbol, part/whole relationships, and measurement and graphs
- Develop language skills, including speech and listening skills at his/her level of development
- Learn the social skills of compromise, cooperation, negotiation, and verbal assertiveness along with other developmentally appropriate social-emotional skills
- Develop large and small motor abilities
- Develop and understand the importance of creativity

Non-Discrimination Statement:

Voices of Tomorrow does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Parent involvement and participation:

At the EADC we recognize that parents are the child's first and most important teacher and supports this role by providing opportunities for parents to participate in the education of their children.

Parent's participation in preschools are unique. When parents and teacher work together, the link between home and school is strengthened.

- For children, parent involvement demonstrates that education and school experiences are valued.
- For Teachers, the varied talents and support of our parents enrich our classroom environment and cultivates the culture of the classroom.
- For parents, the classroom participation provides an opportunity to gain insight and understanding of the child's development and supports the development of the parenting skills useful in everyday interaction with children.



Parent participation means a greater investment and greater return for all of us. The cooperative efforts of parents and teachers working together provides the best learning environment for our young children. The success of EADC preschool program is a direct result of all parents fulfilling their part and engaging in the classroom and providing their valuable input to strengthen the program. Below is the list of things parents can do:

1. Serve as a helping parent in the classroom on a rotating basis. A typical helping parent rotation is about twice a month. Each session has one to two helping parents for 2 hours.
2. Volunteer in our field trips and become a fieldtrip chaperone. This occurs 4-6 times a year.
3. Attend the monthly meetings and provide input into the program, and curriculum.
4. Actively participate in all fund-raising project. Our current fundraisers are annual.

Permission for Free Access

You have the right to access East African Development Center anytime during operating hours. You are welcome to visit or drop-in unannounced to observe your child. Please schedule time in advance if you would like to have a meeting with the teacher, director, or staff so we can arrange to speak away from the children.



Hours of Operation, Holidays and Closures

East African Development Center Program Hours, Holidays and Closures. Parents are welcome to visit their children at any time during operating hours.

Week Day	Hours	
	Morning Classroom	Afternoon Classroom
Monday	8:00am-12:00pm	1:00pm– 5:00pm
Tuesday	8:00am-12:00pm	1:00pm– 5:00pm
Wednesday	8:00am-12:00pm	1:00pm– 5:00pm
Thursday	8:00am-12:00pm	1:00pm– 5:00pm

**Fridays are teachers planning time*

Holidays:

East African Development Center will be closed in observance of the following holidays:

Holiday		
Christmas Eve & Christmas	Closed	December
Thanksgiving & day after Thanksgiving	Closed	November
Labor Day	Closed	September
Eid Ul Adha	Closed	(Varies)
Independence Day	Closed	July
Eid Ul Fitr	Closed	(Varies)
Memorial Day	Closed	May
President’s Day	Closed	February
MLK day	Closed	January
New Year	Closed	January

Summer Closure:

Months Closed	
July 1 – August 31	Preschool Program is Closed
<i>VOT runs summer learning programs to support children to receive rap around services. This is a private pay program, contact VOT for Information on its Summer Programs. 206-466-1229</i>	

Admission Requirements and Enrollment Procedures

Introductory Visit:

All new families are required to visit Voices of Tomorrow's East African Development Center at least one time prior to enrollment. Please call **206-466-1229** in advance to schedule a site visit.

Admission Forms:

Listed below and a copy attached are Admission Forms to be completed and returned to our Office administrator prior to your child's first day.

1. Application
2. Consent Forms
3. Certificate of Immunization Status (CIS) or similar form supplied by health professional
4. Documentation of Family Income – Paycheck stubs for the last three months. Six months payment history from the office of child support or Declaration of non-payment of child support statement.
5. Address Verification – A process that checks the validity and deliverability of a physical address.
6. Parent ID



Termination of Services

Suspension or Expulsion policy:

EADC has Zero expulsion and suspension policy. No child will be expelled or suspended due to behavioral issue or medical reasons. The following however will constitute to termination:

- Absenteeism: child is absent more than 15 days of the program without excused absence.
- Child is no longer eligible for the program
- Parent misconduct or not following the code of conduct.
- Parent behavior or action endangers the lives of children or staff in the program

Only upon the request of the parent:

If our families decide to remove the child from East African Development Center, we request a 2-week notice. This will provide us with ample time to prepare all the necessary documentation for the family upon the child's last day.



Curriculum

At the EADC we embrace the developmental philosophy of learning which respects each child as a unique individual, and supports the knowledge that young children learn best through play and hands-on experience. Through daily classroom activities we strive to maintain a balance between:

- Child-directed and Teacher directed activity
- Structure and flexibility
- Group needs and individual needs
- Program goals and children's interest
- Security and risk-taking
- Familiarity and challenges

The curriculum that will support us in doing all this above that EADC has chosen is the creative curriculum. Creative curriculum is a research based curriculum that is child centered and aligns with our academic assessment.

Dual Language Approach:

EADC program is a dual language program that focus on Somali language acquisition and the English language acquisition and the growth of each language. We are striving for our children to successfully speak 2,000 words in Somali by the end of the program year. We accomplish this goal by

- Focusing on set of vocabulary weekly that children will identify and recognize at the end of the program.

- Labeling materials in Somali and during play, teachers will intentionally teach the children those words.
- Provide small group activities that focuses on Somali acquisition.
- Daily conversation with children with our Somali master teacher.
- Assessing the children’s growth and making plans to retaining the Somali language
- Weekly home activities that parents can do with children in Somali retention.

Assessments:

The following assessment will be conducted to measure the child’s growth:

1. **Ages and Stages:** developmental screen that measures the child’s developmental milestone. This assessments allows teachers to identify what support will be needed for each child. This assessment will also require parent input. Please schedule a time within 60 days of start of the program to conduct this screening.
2. **Teaching Strategies GOLD:** this assessment measures the children’s growth in the following
 - a. Literacy and language
 - b. Cognitive development
 - c. Math and science
3. **Picture Vocabulary Test:** measure the children’s English language growth. They take this assessment twice a year, fall and spring.
4. **Somali language Acquisition assessment:** this will be used to measure the children’s language growth and will happen in the winter and spring.



All results of the assessments will be shared with the parents when teachers conduct parent conferences.

Parent- Teacher Conference:

The parent-teacher conference will happen 2-4 times a year and the first one will be scheduled as soon as the program starts, and then after each assessment or quarter ends the teachers will schedule time to share with parents how the program is going and how their child is learning. During the parent teacher conference is a good opportunity for parents to share with teachers what learning they would like to happen in the program. Parents can have input in the lesson plan, child individual goals and so on.

Communication Plan with Parents/Guardians:

A cornerstone of a quality Pre-K Program is enabling the development of children with educational curriculum and programming. **Voices of Tomorrow** will be introducing a key component to help assist teachers to plan, document and reflect on learning. To communicate with parents in real time, engaging parents with digital daily sheets, pictures, videos and educational information, while empowering teachers to showcase East African Developing Center's programming.

Voices of Tomorrow is committed to communicate with each parent regarding the goals, strengths and challenges of each child and how the teachers can best support the parents as the parents support the teachers.

Drop-off and Pick-up times are opportunities for us to communicate daily about areas of important.

Behavior Management and Discipline:

Voices of Tomorrow will use consistent, fair and positive methods when managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level and culture.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

Behavior Management Practices are:

Voices of Tomorrow believes positive discipline is critical to support the child to develop healthy social emotional development. Our teachers are trained to help children identify their emotions and help make safe choices in class. Teachers use appropriate steps to problem-solve with children. In not time do the Teachers use punitive approach to discipline children.

Schedule and Transportation

Typical Daily Activity Schedule

AM Session		PM Session	
8:00-8:15	Arrival/ Hand wash	1:00 - 1:15	Arrival/Hand wash
8:20-8:40	Breakfast	1:20 – 1:40	Lunch
8:45-9:00	Opening Group	1:45 – 2:00	Opening Group
9:05-10:05	Free choice/ Outside	2:00 – 3:55	Free choice/ Outside
10:10- 10:30	Small Group	4:00 – 4:20	Small Group
10:35- 10:50	Story Time	4:20 – 4:30	Snack
10:55-11:15	Snack	4:35 – 4:45	Storytime
11:30-11:40	Departure/Bus leaves	4:50 – 5:00	Departure/Bus Leaves

BUS ROUTE:

Children will get picked up by bus provided by Voices of Tomorrow and dropped off by the bus. The aid on the bus will have a sign in sheet ready for the parent to sign for both pick up and drop off.

The Bus will be picking children up from the following locations. Parent are encouraged to be present and on time. Bus will leave within 5 minutes of arrival. If parents missed the bus or they are not at the designated location then VOT recommends to dropping the child off at the center. In case of an emergency call the office line.

Location of bus route:

Lake Washington Apartment: on the front of the building entrance

MLK Apartments: At the front entrance of the building

Upper New Holly: Holly Pl and Brighton

Lower Holly: 35th and Othello Street

Rainer Vista: Genesee and MLK Jr Way South

Arrival and Drop Off Instructions:

Parents: Children who are dropping off and picking up by their parents or authorized person is required to sign child each time the child is picked up or dropped off. The sign in form is located at the entrance of the classroom.

Parents must fill out the pickup form for anyone who is authorized to pick up the child from the center and the



bus. No child will be released without the proper form filled out and without authorization. If parent sends individuals that are not authorized to pick up, they will be sent away. VOT will not release without written authorization. The person who picks up must have government issued Identification. VOT staff will verify identification prior to releasing child.

Late/Early Pick up policy:

LATE PICK UP or Early DROP OFF FEE: \$1.00 per minute that the child is at the center outside the program hour. VOT staff will record the outside hours and parent will be billed monthly. Parents have the option to bring in the payment via check or money order, if not they can call in 206-466-1229 to process the payment via phone. Parents are encouraged to pick up their children on time and drop them off on time. VOT values supporting parents, if you need support or have questions call the main office number.

No response drops off or pick up: Children who will be transported in the bus will be required to be signed out by the authorized personal. Parent must be at the drop off designated place to pick up. If parents are not available for pick, the child will be brought back to the center where parent can come and pick their children off. Parent will be charged \$10 if the bus has to return to drop of the child. As well as 1.00 per minute they are returned to the center.

For those children who are being picked up from the center, parent has 10 minute grace period where they can pick up their child. At this time, VOT staff will call parents to see the estimate time of arrival. If parent is not being responsive VOT will hold the child up to 2 hours. After 2 hours of non-responsiveness from parent and emergency contact, EADC will contact Child Protective Services.

Back-up Child Care:

VOT recommend that you have access to an alternate child care arrangement. You may need care if East African Development Center is closed due to circumstances beyond Voices of Tomorrow's control or if the child is sick or becomes sick at the center. It is the responsibility of the parent to secure backup care child. For a child care referral, please call: **VOT provider line: 206-466-1229 and request to be on the list of the providers who are near.**

Transportation and Field Trips:

1. If we take a field trip off site, the parents will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.

2. Transportation for field trips will be provided by Voices of Tomorrow Bus or walking.
3. A copy of the children's documentation will accompany the children during any activity outside of East African Development Center.
 - Child's Application
 - Emergency Contacts
 - Medical Release Forms
 - Immunization Records
 - First Aid Kit
 - Personal Medication
 - Any medication administered will be recorded.
4. Parents who volunteer for fieldtrips will not have unsupervised access to the children (excluding their own child) unless they have been prequalified with a criminal background check.
5. If the parent declines the child participation on the field trip or event, the parent must keep the child home for that day. All field trips will be educational and developmentally appropriate.

Written Plan for Any Child's Specific Needs:

Voices of Tomorrow is dedicated to work with parents and follow any doctor's recommendations on how to provide specialized care for children with special needs. Written documentation is required from the doctor or a signed consent form from the parents if medication is involved.

Religious Activities:

There is no religious activities participated in EADC.

Confidentiality Policy Including When Information May Be Shared

Voices of Tomorrow will secure and protect all confidential information relating to each child enrolled at East African Development Center. VOT will only release this information to authorized persons such as, but not limited to State Licensor, Police Department, Health and Social Services, and City of Seattle.

You have the right to access your child's records at any time. Anything of a sensitive nature will be shared outside of the presence of the children. The files are lock in the

cabinet in the Administrative Office and will be access for the sole purpose of education and health benefits.

Checklist of Child Supplies

	<i>Child Provide</i>	<i>Item</i>
1.	X	Change of clothes: including raincoat and rain boots for rainy days.
2.	X	Family Picture to share with peers

Items from Home:

Toys from home is not allowed at East African Development Center. Only exception permission from the teacher for sharing or the curriculum.



Staff Training and Practice

All staff and volunteers will be trained on the following policy and practices.

Child Abuse and Neglect Reporting:

Child abuse is a serious crime. The crime includes physical, emotional, and sexual abuse of minors, in addition to exploitation and neglect.

Voices of Tomorrow's Employees will protect children from all forms of child abuse or neglect. We are required and mandatory by the reporting laws to report any **suspected** child abuse, neglect, or exploitation to children. Child Protective Services (CPS), Licensor or our local law enforcement agency will be contacted immediately (without prior notification to the parents involved).

All our employees, staff or volunteers in the East African Development Center Program, are trained on prevention and reporting of child abuse and neglect.

Meals and Snacks:

Voices of Tomorrow do participate in the USDA Food Program. All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines.

Parents are responsible to notify Voices of Tomorrow of any allergies or adverse reactions your child may have with certain foods or beverages. If you choose to provide alternative food for your child, you will need to date the container.

Food Handling Practices:

Voices of Tomorrow's Staff preparing food for the children, is required to have a valid Food Handlers Permit. Proper hand washing procedures will be followed during all food handling. Cleaned and sanitized utensils will be used to serve the food.

Safe food storage, preparation, cooking proper holding temperature and serving guidelines will be consistent with the most current edition of the food workers manual prepared by the State Department of Health.

Dishwashing Practices:

At East African Development Center dishes and utensils are washed in the dish washer.

Safety of Food Containers and Preparation Area:

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served. There are no pets allow at East African Development Center.

Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as "microwave use" or "microwave safe," or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose as a choking hazard will be kept inaccessible to children at all times.

Staffing Plan:

Voices of Tomorrow will maintain the State required staff to child ratios at all time.

Pets:

Pets are not allowed on the premises of East African Development Center.

Immunization Records:

VOT requires all children be up to date with their immunization. VOT program manager will connect the parent if child file is missing immunization. Children's records are kept in a lock file cabinet in the administration office. Only accessible to Voices of Tomorrow Teachers, Management, and the child's parents.

Emergency Preparedness and Evacuation Plan:

The Fire Evacuation Plan is posted on the parent board in the East African Development Center. The administrators will conduct monthly fire drills, quarterly emergency/disaster drills, along with semi-annual lock down drill. Please refer to Voices of Tomorrow posted evacuation plan for a full list of details, floor plan, and gathering place outside the center.

In the case of an emergency, the first responsibility of the staff is to evacuate the children to the safe designated place outside of the East African Development Center and account for all children in attendance. After evacuating children, 911 will be notified. The staff or administrators will contact all parents/guardians to arrange pick-up of their children if needed.

In the case of a disaster, the East African Development Center is prepared for evacuating the children and have enough emergency supplies for up to seventy-two hours. Designated staff have practiced turning off the water, power and gas. Shelving, furniture and heavy objects have been secured to protect against falling and causing injuries. The staff continually check the East African Development Center for potential hazards on a regular basis.

Should East African Development Center become uninhabitable during a disaster, the children will be relocated to: *Students are directed to leave the building and assemble at a designated site outside the facility. Fire Drill designated locations are along the*

fence line of the parking lot across the building. We will walk to Chief Sealth Trail and S. Gazelle St. and 51st ave s.

Injury or Medical Emergency Response and Reporting:

1. The Teachers at East African Development Center are certified and up to date in First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens, Food Handlers Permit and Prevention Training.
2. Minor cuts, bruises and scrapes will be treated and the parents will be notified. With some minor injuries parents will be called to help decide whether the child should go home.
3. In the event of a serious injury or emergency, 911 will be called and first aid or CPR will be administered as needed. The Parent will be notified of where child is being treated.
4. If injury results in medical treatment or hospitalization, Voices of Tomorrow is required to immediately call and submit an "Injury/Incident Report" to Department of Social and Health Services, Licensor and child's social worker, if applicable. The parents will be provided with a copy.

Medicine Management:

1. All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization Form (authorization to administer medication) must be completed. This form must be initialed and dated every 30 days for ongoing permission for over the counter medications.
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
3. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
4. Doctor's permission is not required for non-prescriptions drugs such as:
 - a. Anti-histamines
 - b. Non-aspirin pain relievers and fever reducers
 - c. Cough medicine
 - d. Decongestants
 - e. Anti-itching creams
 - f. Diaper ointments and powders (rash cream)
 - g. Sunscreen

Nonprescription medication not included in the categories listed above; administered differently than indicated on the manufacturer's label; or lacking labeled instructions must be authorized in writing by a physician.

5. A detailed record will be kept of all medicines given.

Ill Children:

1. Each child will be observed daily for signs of illness or injuries.
2. Children who are contagious must be kept home. All the parents of East African Development Center, Licensor, and the Health Department, will be notified by phone within 24 hours of any communicable diseases or food poisoning.
3. Please call the East African Development Center if your child will not be attending due to illness. If you are unsure if the child should come or not, please call to inquire.
4. If the child should become ill during the day, the parent will be notified immediately and will be expected to pick up the child as soon as possible. In such event, the child will be isolated from the other children until the parent's arrival.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. The following illnesses or children exhibiting these symptoms are not allowed to attend the center per instruction of the Department of Public Health:

Diarrhea: Three or more watery stools in a 24-hour period, especially if child acts or looks ill.

Vomiting: Vomiting on two or more occasions within 24 hours.

Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.

Eyes: Thick mucus or pus draining from the eye, or pink eye.

Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

Fever: Temperature of 101 degrees F. or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.

Lice: Children who have lice may not return to the East African Development Center until they are louse and nit (egg) free.

Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound.

Chicken Pox: Children may return when the blisters have dried and formed scabs.

Please read "Keeping Your Ill Child at Home" from the Seattle-King County Department of Public Health.

Reporting and Notifying Conditions to Public Health:

Voices of Tomorrow is required to notify the Department of Health, licensor (if applicable), and all the families of the children attending the East African Developing Center within 24 hours if there is an outbreak of a communicable disease in the center.

Certificate of Immunization Status:

A Certificate of Immunization (CIS) Form or similar form rendered by a health professional must be used, current and updated yearly. All children must be current on their immunizations. If there is a signed exemption to immunizations, the child may be excluded from attending the East African Development Center **if there is an outbreak** of a vaccine preventable disease that the child has not been immunized for. This is solely for the health of the child.

Hand Washing Practices and Hand Sanitizers:

Upon entering the doors at the East African Developing Center, all teachers the children will be reminded to wash their hands. Also, before and after preparing food, handling pets, playing outdoors, and using the toilet, or whenever in contact with body fluids. Hand sanitizer will not be substituted when regular hand washing procedures can be practiced.

Cleaning and Disinfecting:

Cleaning, sanitizing and disinfecting practices include daily sanitizing all toys and eating utensils that are mouthed by children. Tables and all food prep surfaces are sanitized before and after each meal, snack or other messy play activity. Carpets within the East African Development Center are vacuumed daily and undergo a deep clean at least twice a year. When using a bleach solution to disinfect, the proper ratio of 1 1/2 teaspoon of chlorine bleach to one quart of cool water for disinfecting and 1 tsp. of chlorine bleach to one quart of cool water for sanitizing.

Blood Borne Pathogen Plan:

All staff caring for children in the East African Development Center has completed the Blood Borne Pathogen Training. When Staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the

items and surfaces that are contaminated and then properly dispose of all waste. All persons exposed will wash hands before returning to care.

Injury Prevention:

East African Development Center teachers check daily both the indoor and outdoor play areas for any health or safety issues hazards. For example, free from broken glass, broken toys, broken equipment and all hazards. All cleaning products, chemicals, and personal hygiene is labeled and store in a inaccessible cabinet to the children.

Smoking:

Smoking, and the use and visual possession of tobacco and unapproved nicotine products are prohibited on the property East African Development Center during business hours, including, but not limited to:

- Indoor and Outdoor Grounds
- Adjacent Sidewalks
- Parking Lots
- Buildings
- Private Vehicles

This policy applies to all persons on the premises, regardless of their purpose for being there. Federal law prohibits smoking within 25 feet of the premises.

Scientific evidence has linked respiratory health risks to secondhand smoke.

Drugs and Alcohol:

Illegal drugs are prohibited on the premises of East African Development Center. Alcohol may not be consumed during Operating Hours. No one under the influence of drugs or alcohol may be in the presence of the children at any time. No child will be released to the parent suspected of being under the influence of drugs or alcohol. If a parent leave with a child while they appear to be under the influence, Voices of Tomorrow's staff is mandated to call 911.

Guns or Weapons:

Guns, ammunition or weapons are prohibited on the premises of East African Development Center. No exception.

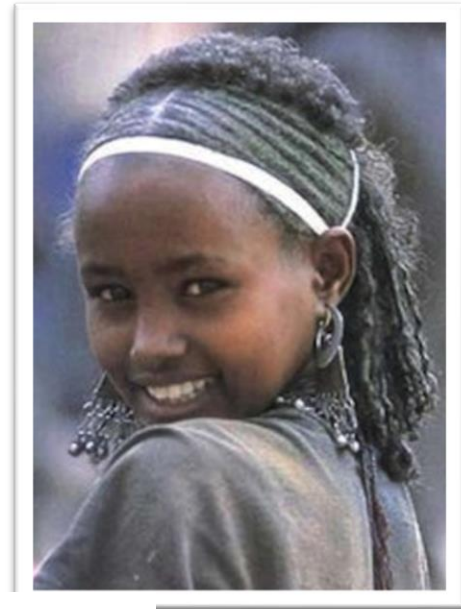
Insurance Coverage:

Voices of Tomorrow carries liability insurance.

Parent Code of Conduct:

Please review the code of conduct form that will be provided. Parents are required to follow the code of conduct of VOT. This will be a signed agreement between parents and agency to ensure we keep and sustain a healthy and safe environment.

We value you and welcome you to VOICES OF TOMORROW at East African Development Center.



wel **Voices of Tomorrow:** U.S.A.
afio mai soo dhaweyn
ترحب **bienvenidos**

Parent Handbook Orientation and agreement Form

My Child _____, will be attending East African Developing Center. I acknowledge receipt of my copy of Voices of Tomorrow's Parent Handbook. I agree and will adhere to the policy set forth and ensure that we will continue to contribute to the health and safety of our children.

Parent/Guardian Printed Name

Date

Signature