



Parent Handbook

School Year 2025-2026

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This handbook has been thoughtfully prepared by the administration of Goose & Rev Academy to serve as a helpful, centralized resource for parents and legal guardians. Our goal is to provide clear and accessible information to support your family's experience with us.

We value your feedback and encourage you to share any suggestions for improving the content or clarity of this handbook. Please feel free to send your input in writing to Kylee at grahamkylee3@gmail.com.

Thank you for choosing Goose & Rev Academy! We deeply appreciate your partnership and investment in your child's education. If you have any questions, concerns, or ways I can assist you, please don't hesitate to reach out. We're excited for a wonderful year ahead together!

Welcome to the Flock

Welcome to Goose & Rev Academy! We are so excited to have your family join our flock. Our mission is simple: create a safe, joyful, and inspiring environment where children learn, grow, and soar. This handbook outlines our policies, programs, and what makes Goose & Rev Academy a place where your child can thrive.

Meet the Flock

At Goose & Rev Academy, we believe in the power of community. Like geese flying in formation, we know we can go farther when we support each other. Our flock is made up of passionate teachers, caring staff, and engaged families, all working together to give children the best start possible.

A Letter from the Kylee Sullivan

Owner, Goose & Rev Academy

When I think about what makes Goose & Rev Academy special, it always comes back to the people—the teachers who fill our classrooms with joy, patience, and purpose. Choosing the right people for those roles is not just something I take seriously; it’s something I pour my heart into.

I don’t hire just to fill a position. I look for people who see teaching not as a job, but as a calling. The kind of teachers who light up when a child learns something new, who will kneel down to tie a shoe or wipe a tear without thinking twice, and who understand that every single interaction can shape the way a child sees the world.

When I meet a potential teacher, I’m not just asking, “Can you teach?” I’m asking, “Will you love? Will you inspire? Will you show up for these children and for this team in a way that leaves the world a little better than you found it?”

Every teacher here was chosen because they said “yes” to those questions—not just with their words, but with who they are. And that’s why, when you step into Goose & Rev Academy, you’ll feel something different. It’s more than a school—it’s a place where passion meets purpose, and where every teacher is here for one beautiful reason: your children.

— Kylee Sullivan
Owner, Goose & Rev Academy

About the Owner

Goose & Rev Academy is founded and led by Kylee Sullivan, a lifelong advocate for children and families. With years of experience in early childhood education and childcare leadership, Kylee's vision is to build a school where curiosity and creativity fuel learning—and where every child feels seen, valued, and encouraged to spread their wings.

Goose & Rev Values

We believe children flourish when they feel supported, respected, and encouraged to explore. Our guiding principles are:

G – Growth for All

We believe children, families, and our team should always be learning and evolving. We invest in growing little minds and big dreams.

O – Open & Safe Spaces

We create a secure, nurturing environment where children, families, and staff feel safe, respected, and cared for.

O – Opportunity for Joy

Play is powerful. We spark laughter, curiosity, and wonder in every experience — whether it's learning, playing, or celebrating.

S – Supportive Community

We're more than a place to drop off or play — we're a village for families and a team that lifts each other up.

E – Empowering Creativity

We embrace imagination in our classrooms, parties, and play spaces, inspiring children to dream, explore, and discover.

&

R – Reliability & Trust

Life is unpredictable. We provide dependable, adaptable care and events that parents can trust and kids can thrive in.

E – Everyone Leaves it Better

From the classrooms to our communities, we teach and live by the value of leaving every space, every relationship, and every moment better than we found it.

V – Vision & Commitment

We show up for children, families, and our team — staying loyal to our mission and committed to making a lasting impact.

General Information

Discrimination Policy

Goose & Rev Academy is committed to providing an inclusive and equitable environment. We welcome all children and families. We do not discriminate on the basis of race, color, religion, national origin, or family background in our admissions, hiring, or programming.

Our Story

Goose & Rev Academy was founded to offer more than just childcare—it was created to be a community. Our goal is to blend education, play, and care in a way that helps children develop confidence, curiosity, and compassion.

Our Play-Based Philosophy

We believe play is how children learn best. At Goose & Rev Academy:

- **Play is chosen freely**—children engage because they are curious, not pressured.
- **Play is active**—we get messy, we explore, we create.
- **Play is meaningful**—our activities are fun, but they also build essential skills.

Center Closed Dates

Goose & Rev Academy will be closed in observance of the following holidays:

- Labor Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Memorial Day
- Independence Day (Fourth of July)

In addition to these holidays, the center will close for 10 additional days throughout the year to allow our staff dedicated time for personal and professional development. These closure dates will be communicated in advance.

Center Bulletin Boards

At Goose & Rev Academy, our bulletin boards are updated regularly to keep families informed about what's happening in the classroom and throughout the school. You'll find:

- Current topics of study
- Classroom highlights and photos
- Important announcements and upcoming events
- Reminders and policy updates

These displays offer a great way for families to stay connected and support learning at home through conversations, activities, and shared experiences. We encourage all parents to check the bulletin boards frequently during drop-off or pick-up.

Behavior Guidance

At Goose & Rev Academy, we support children in learning to treat themselves, others, and their environment with kindness and respect. Our guidance approach is rooted in positive reinforcement, clear communication, and the development of self-regulation skills. We do not use punishment, shame, or negative labeling to correct behavior.

Children are encouraged to use kind words, gentle hands, and to make thoughtful choices in their interactions. We help children learn through open-ended conversations and by using clear, supportive language that encourages reflection and responsibility.

We also introduce and use the terms “green choices” (positive, safe, respectful actions) and “red choices” (unsafe or unkind actions) to help children identify and understand the impact of their behavior.

When guidance is needed, we follow these steps:

1. **Positive Direction:** We calmly state expectations using open-ended language and affirm what the child *can* do.
Example: “Sand stays in the sandbox,” or “What’s a green choice you could make right now?”
2. **Choices with Clear Consequences:** If behavior continues, we offer a choice and explain the natural consequence.
Example: “If you choose to throw sand again, you’ll need to leave the sandbox and play in another area.”
3. **Follow-Through:** If the behavior persists, we carry out the stated consequence in a calm and consistent manner.

4. **Pause and Reflect:** For repeated behavior, the child may be invited to sit quietly with a teacher to observe and reflect. During this time, we may talk through the situation using open-ended questions to guide understanding and encourage more positive future choices.
5. **Documentation and Communication:** Ongoing concerns are documented, reviewed with the Director, and discussed with parents when appropriate through written updates or scheduled meetings.

To help maintain a peaceful and safe environment for all, we do not allow weapons, toy weapons, or any form of violent play at school.

Our ultimate goal is to support each child's emotional growth, independence, and ability to make positive, thoughtful choices in both group and individual settings.

Photo and Media Release

Goose & Rev Academy has permission to photograph and/or record video of my child for in-school purposes and promotional use, such as on the school's website, social media, newsletters, or printed materials. No names or identifying information will be used.

These images may be used without prior inspection or approval and waive any rights to review or approve the final materials.

Student Achievement

Every child develops at their own unique pace, and at Goose & Rev Academy, we honor and support this natural progression without pressure or strict timelines. Some children may advance quickly and exceed typical age expectations, while others progress more gradually. Each child's journey and accomplishments are individual, reflecting their strengths and interests.

Our play-based approach nurtures self-esteem and fosters a genuine love of learning by allowing children the freedom to explore and grow in their own way.

If you have any questions or concerns about your child's learning style or progress, we encourage you to reach out to their teacher or the Director. We are here to partner with you in supporting your child's educational journey.

Thank you for entrusting us with the joy and responsibility of nurturing your child's growth and learning!

Lunch and Snacks

Please send a nutritious lunch with your child each day. During lunchtime, we encourage children to eat protein-rich and wholesome foods first before enjoying any sweets. We kindly ask that treats such as candy, frosted cakes, or soda not be sent to school.

Goose & Rev Academy requires all families to enroll in our Snack Program. This program provides healthy snacks that meet the nutritional guidelines set by the Children's Health Council. Snacks are served in the morning, afternoon, and a late afternoon snack is provided for children staying after 3:30 PM. The cost of the Snack Program is \$75 per month.

If a child arrives without sufficient lunch the center will supply a rescue lunch for the day at a fee of \$7.50. This fee will be added to the Brightwheel Account.

Rescue Lunches

Rescue lunches are intended only for unforeseen circumstances, such as when a child's lunch is forgotten or delayed. They are not meant for regular use. We encourage families to send a nutritious lunch daily to ensure your child's needs are consistently met. Rescue lunches will be provided by the center as needed, with a small fee applied.

Curriculum

At Goose & Rev Academy, we utilize age-appropriate curricula designed to promote exploration, hands-on learning, and support children in reaching their social, developmental, and academic milestones.

- **Infant and Waddler Classrooms** use our in-house sensory and play-based curriculum focused on fostering curiosity and foundational skills through engaging, age-appropriate activities.
- **Toddler Classrooms** follow the *Playing Preschool* curriculum, which emphasizes play-centered learning and developmentally appropriate experiences.
- **Preschool Classrooms** implement the *Pocket of Preschool* curriculum, offering a rich blend of exploration and skill-building tailored to prepare children for future academic success.

All our curricula incorporate small group activities and are adaptable to meet the unique needs and skill levels of each child, ensuring a personalized learning experience.

Staff Training and Qualifications

At Goose & Rev Academy, we are dedicated to maintaining a highly qualified and well-trained team to provide exceptional care for your child. Our staff regularly participate in ongoing training that meets or exceeds state licensing standards. This training covers key areas such as child development, health and safety, emergency preparedness, and positive behavior guidance.

For detailed information on staff training requirements, please refer to WAC 170-300-0100, which outlines the state regulations regarding staff qualifications and continuing education.

Toys from Home

We kindly ask that children do not bring personal toys to school, as these items can become lost, damaged, or cause distractions. Exceptions may be made for designated Show-and-Tell Days, as determined by your child's teacher.

Goose & Rev Academy Parent Code of Conduct

Our flock thrives when everyone works together with respect and kindness. Parents and guardians are expected to:

- Treat staff, children, and other families with courtesy and respect.
- Communicate concerns calmly and constructively.
- Refrain from using inappropriate language or behavior on the premises.
- Avoid airing grievances about the school or staff on social media.

If a parent's behavior threatens the safety, respect, or harmony of our community, the following steps may be taken:

1. A meeting with the Center Director to resolve the issue.
2. A follow-up meeting with the Owner and Director if needed.
3. If behavior continues or is severe, enrollment may be suspended or terminated.

Our goal is always to partner with families to maintain a safe, positive space for children to thrive.

Social Media Use

We ask that active families refrain from posting complaints or grievances about Goose & Rev Academy on social media platforms. This includes, but is not limited to, personal blogs, Facebook, Instagram, LinkedIn, X (formerly Twitter), YouTube, Snapchat, and similar sites—whether posting on your own page or commenting on others.

We encourage families to address any concerns directly with our team so they can be resolved respectfully and constructively.

Threats & Confrontation

Any form of threat—whether directed toward staff, other parents, or children—will not be tolerated at Goose & Rev Academy. While differences of opinion may arise, all concerns must be communicated in a calm, respectful, and constructive manner.

Confrontational behavior, including shouting, raised voices, or any form of unwanted physical contact, is strictly prohibited and considered inappropriate. Parents are expected to remain in control of their behavior at all times while on school property.

Inappropriate Language

The use of profanity or inappropriate language by any parent or adult is strictly prohibited while on school grounds, including in classrooms and on the playground. Such language will not be tolerated in the presence of children or staff under any circumstances.

Goose & Rev Parent Resolution Process

At Goose & Rev Academy, we are committed to fostering a positive, respectful, and collaborative environment for our students, families, and staff. In order to maintain a safe and nurturing space, we expect all parents and guardians to engage with staff and other families in a courteous and professional manner.

If a parent is found to be acting inappropriately toward a staff member or another parent, the following steps will be taken:

- Step 1: A private meeting will be scheduled between the parent and the Center Director to discuss concerns and work toward a resolution.
- Step 2: If the issue persists, a follow-up meeting will be held with the parent, the Center Director, and the Owner to further address the behavior and explore possible solutions.
- Step 3: If no resolution is reached and the inappropriate behavior continues, the child's enrollment may be placed on hold. A formal request may be made for the family to withdraw from the program.

In cases deemed severe or egregious by the Director and Owner, Goose & Rev Academy reserves the right to terminate the childcare agreement immediately, without proceeding through the above steps. In such instances, any prepaid tuition or deposits may be forfeited.

Financial Information

Tuition

Tuition is billed monthly. It is due on the 25th of each month for the proceeding month. Payments not received by the due date will be considered late unless prior arrangements have been made in writing.

Acceptable Forms of Payment Include:

- Money Order
- Cashier's Check
- Cash
- Electronic (via Brightwheel)

No refunds are provided for absences, vacations, or illness.

Sibling Discount

Families with more than one child enrolled receive a discount for each additional child. The following is the discount scale:

- The Youngest Child Enrolled - Normal Tuition
- Second Child Enrolled - 15% off of Tuition
- Each Additional Child Enrolled - 10% off of Tuition

Registration Fee

A non-refundable registration fee of \$100 per child is required at the time of enrollment. This fee secures your child's space at Goose & Rev Academy and covers administrative processing, account setup, and orientation materials. The registration fee is due upon enrollment and is required for all new students.

Annual Material Fee

A yearly materials fee of \$400 per student is required to support the purchase of classroom supplies and new educational materials. This fee is billed in August, prior to the start of the school year, and is due by September 1.

Bedding & Cot Fee

Upon enrollment, a \$10 fee is charged to cover the cost of your child's bedding and cot. This bedding is laundered weekly by Goose & Rev Academy and will be sent home with your child upon withdrawal from the program.

Monthly Snack Fee

Goose & Rev Academy provides a daily snack program to ensure all children receive nutritious, age-appropriate snacks during their time with us. Snacks are served in the morning, afternoon, and an additional late afternoon snack for children staying past 3:30 PM.

A \$75 monthly snack fee per child is required for participation and is automatically billed each month. Families are not permitted to opt out of the snack program, and outside snacks are not allowed unless medically necessary and approved by the director.

This fee supports the cost of high-quality ingredients and ensures consistency in meeting the dietary needs and safety of all children in our care.

Late Fees, Failed Payments, & Non Payments

Tuition is due on the 25th of each month. Payment will be considered late if not received prior to the 26th of each month. All late payments are subject to a \$10/day late fee.

If a payment fails, a \$25 failed payment fee will be charged for each occurrence.

In the event of non-payment, I/we agree to bear all collection costs, plus 8% interest on the outstanding balance, in addition to attorney's fees and court costs.

Policies, & Procedures

Admissions Policy

Goose & Rev Academy welcomes all children and does not discriminate on the basis of race, color, national or ethnic origin in the hiring, promotion, or training of staff, or in the admission, rights, privileges, programs, and activities available to students.

For licensing and enrollment purposes, the following requirements must be met prior to admission:

- Children must be at least 6 weeks old to enroll.
- All required enrollment forms and contracts must be completed and signed before the child's first day.
- A non-refundable \$50 application fee is due to join the waiting list and be considered for enrollment.

Arrival & Departure Procedures

Our standard school day runs from 8:30 a.m. to 3:30 p.m. Optional before-school and after-school care is available.

If you would like to utilize before-school or after-school care, advance registration is required to ensure proper staffing and supervision.

To ensure safety for all families, please follow these guidelines:

- Drive no more than 5 mph in the parking lot.
- Keep your child close to you at all times when walking to and from the building.
- Do not leave your car idling during drop-off or pick-up.

We appreciate your punctuality, clear communication, and cooperation in helping us maintain a smooth daily routine.

Minimum Attendance Policy

To maintain active enrollment at Goose & Rev Academy, each child must attend a minimum of five (5) days per month.

If this attendance requirement is not met without prior communication and written approval from Goose & Rev Academy, the enrollment will be considered voluntarily withdrawn, effective immediately. In such cases, families will be responsible for any applicable withdrawal or cancellation fees as outlined in the enrollment agreement.

Late Drop-Off Notification

We are committed to providing a consistent, nurturing learning environment. In order to minimize disruptions, we require that all families adhere to their scheduled drop-off time.

If your child will arrive later than scheduled, please notify us by 9:00 a.m. on the day of the change. While advance notice is not required before the day of, it is strongly appreciated.

Late drop-offs are not permitted without prior approval. This policy supports:

- Classroom consistency: Children benefit from predictable routines that support emotional and developmental growth.
- Minimized disruptions: Late arrivals interrupt classroom flow and instruction.
- Staff scheduling: Staffing is based on the expected number of children at specific times.

If you are delayed due to an emergency, please contact the center as soon as possible to discuss accommodations. Without prior communication, children arriving after the designated drop-off window may not be permitted to stay that day.

Late Pick-Up Policy

The after-school program ends promptly at 5:30 p.m. All children must be picked up by this time.

Late pick-ups will incur the following fees:

- First Late Arrival (within 30 minutes): \$1.00 per minute, unless prior arrangements have been approved.
- Second Late Arrival or Any Pick-Up After 30 Minutes Late: \$3.00 per minute.
- Subsequent Late Arrivals within 30 Calendar Days: \$3.00 per minute.
- Five Late Pick-Ups within 12 Months may result in removal from the program.

The clock at Goose & Rev Academy is the official time used to determine late pick-up fees. Payment is expected at the time of pick-up.

If we have not been able to reach you or your emergency contacts 30 minutes after the scheduled pick-up time, we are required to notify local authorities. A record of the incident will be kept in your child's file.

After-School Program

The after-school program operates from 3:30 p.m. to 5:30 p.m. Space is limited and advance registration is required to participate. Please let us know as early as possible if your child will need care during these extended hours.

Our core school day runs from 8:30 AM to 3:30 PM, during which time our formal curriculum is delivered. Children who attend before 8:30 AM or after 3:30 PM will still engage in structured, age-appropriate activities, though these times fall outside the core academic program and are not considered part of our curriculum.

Enrollment Cancellation

Enrollment is a commitment for the full academic year. In the event that withdrawal becomes necessary due prior to fulfilling the year commitment a cancellation fee of the next month's tuition will be due.

In order to withdraw, a completed Goose & Rev withdrawal form must be completed.

In the event of a withdrawal, a 30-day notice is required, or an additional withdrawal fee of \$1200 is due.

Schedule Change Request

If a parent wishes to adjust the number of days their child attends school, a written schedule change request must be submitted. All schedule change requests are reviewed on a case-by-case basis and are not guaranteed to be approved.

- If the request is made before the 15th of the month and approved, the change will be reflected on the current month's invoice.

- If the request is made on or after the 15th, and approved, the current month's invoice will remain unchanged, and any adjustments will be applied to the following month's invoice.

Authorized Pick-Up

For your child's safety, written authorization is required to release them to anyone other than a parent or legal guardian. If you need to add someone to your authorized pick-up list, forms are available at the sign-in desk, or you may update your Brightwheel account directly.

Please note: Photo identification will be required for any individual we do not recognize, even if they are listed as an authorized pick-up.

Releasing a Child

At Goose & Rev Academy, we are committed to protecting the health, safety, and well-being of every child in our care. As required by licensing regulations, we must take reasonable action to prevent any situation that may pose a serious risk to a child's welfare.

For this reason, we reserve the right to withhold release of a child to any parent or guardian who appears to be under the influence of drugs or alcohol. This policy is in place to ensure the safety of the child and comply with standards set by the Department of Children, Youth & Families (DCYF).

Playground & Outdoor Safety

At Goose & Rev Academy, we view the playground as an extension of the classroom—an opportunity for children of various ages to engage with the natural world, develop social skills, and explore fundamental life lessons through play.

Teachers supervising outdoor play are actively engaged with the children and are trained to identify and respond to any potentially unsafe situations. Staff are strategically positioned to ensure clear visibility of all play areas and to provide active, attentive supervision at all times.

To ensure safety and proper supervision, teachers are unable to engage in extended conversations with parents while on playground duty. If you'd like to speak with a teacher, please contact the school office to schedule a time outside of classroom supervision hours.

Parent Education

We offer parent workshops, informational sessions, and educational events throughout the year to support your understanding of our approach and your child's development. Attendance is encouraged and highly valued.

All new families are required to attend a Parent Orientation with the Director or other designated staff member prior to the start of their child's enrollment. This meeting helps set expectations and fosters a strong home-school connection from the beginning.

Biting Policy

Purpose:

At Goose & Rev Academy we recognize that biting is a common developmental behavior in young children. Our goal is to address biting incidents in a manner that ensures the safety of all children while supporting positive behavioral growth and development.

Prevention:

1. *Education and Awareness:*
 - Staff will be trained to recognize and understand the reasons behind biting behavior in children.
 - Parents will be informed about the possibility of biting behavior and encouraged to communicate any concerns or observations.
2. *Supervision:*
 - Adequate supervision will be maintained at all times to minimize opportunities for biting incidents.
3. *Positive Reinforcement:*
 - Positive behavior reinforcement techniques will be used to encourage children to express their emotions in non harmful ways.
4. *Teaching Alternatives:*
 - Staff will guide children in learning alternative ways to express frustration, anger, or other strong emotions.

Steps We Take When Biting Occurs:

1. *Immediate Care and Attention*

For the Child Who Was Bitten:

The bite will be cleaned, treated if needed, and the child will be comforted. We will closely monitor the child for any additional signs of distress or injury.

For the Child Who Bit:

Staff will calmly intervene, stop the behavior, and remind the child that biting hurts and is not acceptable. A discussion will often follow to help the child understand their feelings and learn alternative ways to express them.

2. Incident Documentation

A detailed report will be completed for both children involved, noting:

- Date, time, and location of the incident.
- Potential triggers for the biting behavior.
- Actions taken by staff to manage the situation.

The report will be shared with both sets of parents, while maintaining confidentiality by not disclosing the name of the other child involved.

3. Parental Communication

For the Parents of the Child who was Bitten:

We will inform parents about the incident, the actions taken to care for their child, and how we are working to prevent future occurrences.

For the Parents of the Biter:

Staff will discuss possible causes for the biting (such as teething, frustration, or communication struggles) and collaborate with parents on strategies to address and reduce the behavior.

4. Ongoing Prevention Strategies

- Teachers will closely observe children to identify and minimize triggers for biting.
- We will encourage positive behaviors by:
 - Teaching children appropriate ways to express emotions (e.g., using words or gestures).
 - Offering teething toys for children who are teething.
 - Providing sensory activities to help alleviate frustration and overstimulation.

5. When Biting Becomes Recurrent

- If biting persists, we will:

- Develop an individualized behavior plan with input from the child's parents.
- Increase one-on-one supervision during high-risk times.
- Recommend additional support from outside resources, such as a pediatrician, speech therapist, or child development specialist.

6. *Severe or Persistent Biting*

- In rare cases where biting continues despite intervention, Goose & Rev Academy reserves the right to temporarily suspend the child to ensure the safety and well-being of others.
- During this time, we will work closely with parents to develop a strategy for the child's return to the classroom.

Our Commitment:

We are dedicated to providing a safe, supportive, and nurturing environment for all children. We aim to help each child navigate and grow through challenges like biting, while supporting their emotional and social development.

Camera Viewing Policy

Families are granted access to live video feeds of their child's classroom through a secure, password-protected system. This access is intended to support transparency and peace of mind while respecting the privacy and safety of all children and staff.

To maintain this privacy, any form of recording, screenshots, photography, or video capture of the live feed is strictly prohibited.

Violation of this policy will result in the immediate revocation of camera access for the remainder of your child's enrollment at Goose & Rev Academy. A second violation will lead to immediate termination of enrollment without refund.

By utilizing the camera system, you agree to these terms and help us uphold a safe and respectful environment for all families in our care.

Dismissal Policy

At Goose & Rev Academy, we are committed to supporting every child's growth and success within our program. We work closely with families to ensure a positive, enriching, and safe experience for each student. However, there may be circumstances in which continued

enrollment is no longer in the best interest of the child, other students, or the school community.

Goose & Rev Academy reserves the right to dismiss a child from the program under the following conditions:

- The child is not benefiting from the program, despite reasonable accommodations and interventions.
- The family is repeatedly delinquent in tuition or fee payments.
- The program is unable to meet the unique needs of the child.
- A child's behavior presents a safety risk to themselves, peers, or staff.
- The child's ongoing behavior significantly disrupts the learning environment, even after behavior guidance and support strategies have been implemented.

In cases of physical violence, a suspension of at least one full school day will be issued, with the possibility of permanent dismissal depending on the severity and frequency of the incident.

We are committed to thoughtful and compassionate decision-making. Before any dismissal is finalized, we will engage in open communication with the family, explore all reasonable interventions, and treat each situation with confidentiality and care.

Termination of Enrollment by Goose & Rev Academy

At Goose & Rev Academy, our goal is to create a supportive, safe, and enriching environment for every child and family. While we are committed to working closely with families to address concerns and support each child's success, there may be circumstances in which continued enrollment is no longer appropriate.

In such instances, Goose & Rev Academy reserves the right to issue a 30-day written notice of termination of enrollment. Reasons for termination may include, but are not limited to:

- Persistent behavioral challenges that compromise the safety or learning environment of the program.
- Repeated failure to follow the policies and procedures outlined in this handbook.
- Unresolved financial obligations, including unpaid tuition or fees.
- Conduct by parents or guardians that conflicts with the center's mission, values, or daily operations.

We are committed to maintaining open, respectful communication and will make reasonable efforts to resolve issues before taking steps toward dismissal. If termination becomes necessary, families will be given a 30-day period to secure alternative care. However, in cases involving immediate safety risks, termination may occur without advance notice.

Medication and Safety

Prevention First and Foremost

At Goose & Rev Academy, the safety and well-being of every child is our highest priority. We actively work to prevent accidents, injuries, and incidents through careful program planning, hiring qualified staff, and requiring ongoing training in safety, prevention, and first aid. Our child protection and safety policies are regularly reviewed and updated to maintain a safe environment and ensure preparedness in case of emergencies. This ongoing process fosters a culture of awareness and prevention throughout our center.

Medication Policy

To administer prescription medication at school, we require a written authorization form from a parent and/or physician to be completed. Medication must be provided in its original container with clear instructions and dosage details from the doctor.

Children with asthma who carry inhalers must have them on hand at all times. Likewise, students with allergic reactions requiring an EpiPen or AnaKit must have their device readily available. Please deliver all medications directly to a teacher for secure storage and administration.

We also administer sunscreen and over-the-counter medications with prior written consent from parents.

Illness

Parents acknowledge the inherent risk of communicable illness in childcare settings, including Goose & Rev Academy. Our policies aim to minimize this risk and promote a healthy environment for all.

If your child will be absent due to illness, please notify us via Brightwheel. The medical form and medical release must be completed and returned before your child's first day.

If a child becomes ill during the school day, we will contact you immediately for pick-up. We are not equipped to care for sick children on-site. Ill children will wait in the office until picked up. Children may be sent home for reasons including, but not limited to:

- Three episodes of diarrhea in one day
- Two incidents of vomiting in one day
- Fever over 99.9°F
- Pink eye (conjunctivitis)
- Head lice
- Unexplained rash

Children should remain home until they have been free of fever, vomiting, or diarrhea for at least 24 hours, or have completed 24 hours of antibiotic treatment or are symptom-free following conjunctivitis. Children exhibiting contagious symptoms such as excessive coughing, runny nose, or other illnesses should not attend school. Please consult your healthcare provider with any questions.

Following guidelines from NAEYC's *Healthy Young Children Manual*, children should be excluded if their illness prevents comfortable participation in daily activities.

Please note that no refunds are provided for illness-related absences, including quarantine periods or center closures due to health concerns.

Emergencies

In the event of an accident or sudden illness, Goose & Rev Academy will immediately follow the student's emergency care instructions on file and contact parents promptly. If urgent medical care is needed, the child will be transported to the nearest emergency room. Parents' signed consent allows for treatment in their absence. It is critical to keep emergency contact information current and accurate.

Lockdown Procedures

Our centers will initiate an automatic lockdown if a threat is identified within a three-mile radius. During lockdown, all doors will remain locked and secured, with curtains or shades drawn. Entry or exit will be restricted and require a security code. We will communicate updates through multiple channels to keep families informed. Lockdowns beyond the three-mile radius will be implemented when directed by local authorities, following the same procedures.

Tobacco, Drugs, and Alcohol

Goose & Rev Academy maintains a strict tobacco-, drug-, and alcohol-free environment. These substances are prohibited on the premises at all times.

Cleaning & Sanitation Policy

At Goose & Rev Academy, your child's health and safety are our highest priorities. We follow comprehensive cleaning and sanitation procedures designed to maintain a clean, safe, and healthy environment for all children in our care. These practices align with WAC 110-300-0240(2)(f) and have been reviewed and approved by licensing.

Our daily routines include the frequent cleaning and sanitizing of high-touch surfaces, toys, learning materials, and equipment. Classrooms and restrooms are disinfected thoroughly each day. All cleaning products used are carefully selected to ensure they are safe and appropriate for use in childcare settings.

The following products are used throughout our facility:

- CleanSmart Daily Surface Cleaner
- CleanSmart Toy Sanitizer
- CleanSmart Nursery and High Chair Cleaner
- Force of Nature (used in unlicensed areas as needed)
- Diluted Bleach Mixture (used as required by WAC for deep sanitization)
- Generic Glass Cleaner (used on windows and mirrors)
- Generic Floor Cleaner (used during closing routines)

By following these rigorous standards and using approved products, Goose & Rev Academy maintains a hygienic and nurturing environment that supports the well-being of every child in our care.

Infant Room Information

Arrivals and Departures

At Goose & Rev Academy, our priority is to provide each infant with a safe, nurturing environment that supports their growth and development. We understand that drop-offs can be challenging for both you and your child, and we appreciate your cooperation in helping your infant build self-regulation and comfort during this time. Please keep us informed of any changes or special needs in your child's routine, such as feeding schedules, nap times, or comfort items.

Separation

Goodbyes can be emotional, but we have found that brief and reassuring farewells help make the transition smoother. After saying goodbye, we encourage parents to leave promptly to help reduce your infant's distress. Although some infants may initially be upset, they usually settle quickly with comfort from our caregivers. We ask that parents avoid sneaking out, as consistent, predictable goodbyes help infants feel secure. If your child struggles to settle and cannot be comforted within a reasonable time, we will contact you promptly.

If your infant is having difficulty adjusting, please speak with the teachers about a gradual separation plan, which might include spending a few extra minutes together during drop-off.

Primary Caregivers

Each Infant Room is staffed with a Lead Teacher dedicated to meeting your baby's daily needs, including feeding, diapering, and providing a safe, loving environment. The Lead Teacher also documents your child's daily activities and shares updates with you through Brightwheel.

The Infant Environment

Our Infant Room is thoughtfully designed to be a calm, stimulating, and secure space where babies can explore at their own pace. The area includes safe toys, soft play zones, and age-appropriate materials that encourage sensory development, motor skills, and social bonding. Our teachers engage gently with infants through narration, singing, and comforting routines, always respecting each child's individual feeding and sleep schedule.

Communication with Parents

Parents can stay connected throughout the day via Brightwheel, where updates on feedings, diaper changes, naps, and other milestones are shared in real time. This platform also provides an easy way to communicate directly with your child's teachers.

Clothing

Please send the following labeled items for your infant's daily care, appropriate for the season:

- 2–3 extra outfits
- Diapers (enough for several days)
- Wipes
- Sunscreen (if applicable)
- Comfort items such as pacifiers or blankets

We recommend dressing your infant in comfortable, easy-to-change clothing, such as elastic-waist pants or rompers without complicated snaps. Avoid onesies or outfits that are difficult to remove during diaper changes.

Waddler Room Information

Arrivals and Departures

We understand that saying goodbye to your waddler can be an emotional moment for both you and your child. To support a smooth drop-off, we ask that goodbyes be brief but loving. Staying positive and confident during this time helps your child feel secure. While some children may initially have difficulty, most settle quickly. We encourage you to avoid sneaking away, as consistent, predictable goodbyes help your child adjust to the routine. If your child continues to struggle, we will notify you and work together to ease the transition.

Separation

Goodbyes are often tough, but we've found that keeping them short and calm helps the process go more smoothly. After saying goodbye, please leave promptly. Although your child may be upset at first, they will soon be comforted and engaged in activities. If separation remains challenging, we are happy to collaborate with you to create a gradual plan that supports your child's adjustment.

Primary Caregivers

Each Waddler Room has a Lead Teacher dedicated to meeting your child's daily needs, including feeding, diapering, and providing a safe, engaging learning environment. The Lead Teacher documents important details like feedings, naps, and diaper changes, sharing updates with you through Brightwheel. For questions or concerns, your child's Lead Teacher will be your primary contact.

The Waddler Environment

The Waddler Room is a vital transitional space that helps children develop the skills needed to move into the Toddler Room. It offers extra support for children who are building independence, mobility, and social skills at their own pace.

This environment encourages safe exploration and physical development. As your child becomes more mobile, they will practice walking, climbing, and participating in hands-on activities that enhance motor skills. Teachers guide children's curiosity through interactive play, songs, and social interaction. The daily routine balances structured group activities like songs or storytime with open-ended exploration, allowing each child to grow in a way that fits their individual needs.

Communication with Parents

We value keeping you connected to your child's day. Through Brightwheel, you'll receive updates about feedings, naps, diaper changes, and developmental milestones. This platform allows you to stay informed about your child's experiences while in our care.

Clothing

Please provide the following labeled items for your waddler, appropriate for the season:

- 2–3 extra outfits
- Diapers (enough for several days)
- Wipes
- Sunscreen (if applicable)
- Comfort items (such as a pacifier or small blanket)

Clothing that is easy to put on and take off supports your waddler's growing independence. We recommend elastic-waist pants and outfits that allow for easy diaper changes. Please avoid onesies or clothing that complicates diapering for your child or the teacher.

Toddler Room Information

Arrivals and Departures

Our goal is to provide each child with the best opportunity to develop independence and reach their full potential in a nurturing environment. We appreciate your cooperation in encouraging your child to perform self-care tasks independently, such as carrying their belongings, hanging up their coat, putting away their lunchbox, and changing their shoes, without unnecessary assistance.

Separation

After saying goodbye, it's best to keep your departure brief and positive—simply say goodbye and leave promptly. While some toddlers may be upset initially, this usually passes quickly. Maintaining a calm and reassuring attitude helps your child feel secure. Avoid sneaking away when your child is happily engaged, as it's important for them to understand the goodbye routine.

We will notify you if your child is upset and cannot be consoled after a reasonable time. Comfort items like pacifiers may be brought at the start of the year to support the transition.

If your child struggles significantly with separation, we recommend a gradual approach where you may stay in the classroom for short periods each day. Please discuss any concerns with your child's teachers so we can support a smooth adjustment.

Primary Caregivers

Each toddler is assigned a Lead Teacher who ensures your child's well-being throughout the day. This includes attending to their feeding, diapering or bathroom needs, safety, comfort, and engagement in learning. The Lead Teacher documents daily activities and shares important updates with you through Brightwheel. They will also inform you of the lessons your child is learning and serve as your main point of contact.

The Toddler Environment

The Toddler Room is designed to be calm, peaceful, and stimulating. We focus on nurturing physical milestones and developmental growth through narrated activities, stories, songs, and floor play. Simple toys and hands-on lessons introduce toddlers to foundational skills as they prepare to move forward in their learning journey.

This room introduces children to group schedules, circle time, and work time. Early preschool lessons are thoughtfully selected and regularly rotated to match developmental needs. Self-help skills are encouraged and practiced daily.

The space includes a personal cubby or hook for belongings, an activity area, a fine motor skills room, a child-sized bathroom, a diaper-changing station, an indoor gross motor playroom, and an outdoor fenced playground.

Toddlers engage with a variety of play-based lessons tailored to their developmental stage, ranging from puzzles and counting to creative play with dollhouses and art materials. Children learn to select and complete activities with focus, wait their turn, respect others' work, and share with peers. They often repeat activities as they build mastery and confidence.

Circle Time

Circle time is a group activity involving singing, musical instruments, movement (marching, jumping, spinning), finger plays, puppetry, counting, phonetic sounds, flashcards, vocabulary building, and stories. Children are invited to sit on mats and participate but attendance is optional. Sessions last 10–20 minutes based on children's interest and attention spans.

Communication with Parents

We use Brightwheel to log daily updates on your child's eating, bathroom, and sleep routines, accessible anytime via the parent app.

Incident reports are completed for any injury requiring attention or leaving a mark, ensuring all caregivers stay informed. We will contact you if your child is distressed and inconsolable, injured, ill, or requires medical attention. We may also call if your child is having difficulty adjusting or displays aggressive behavior.

Clothing

Please keep your child's cubby stocked with the following clearly labeled, seasonally appropriate items:

- 1 pair of indoor shoes or non-slip slippers
- 2 extra sets of clothing
- 6–10 diapers (depending on age; you may bring larger amounts but no more than a single pack)

- Sunscreen
- Sweater or jacket

Choose clothing that is easy for your child to put on and take off independently, such as pants with elastic waistbands and Velcro shoes. This encourages self-dressing skills. Please avoid onesies or clothing that complicates diaper changes.

Potty Training

Potty training is a gradual, gentle process beginning when children enter the Toddler Room. Children are invited to sit on the potty during diaper changes to build familiarity. We encourage families to continue this process at home for consistency and success.

Once a child is successfully using the potty at home for about a week, they may start wearing cotton underwear to school. Teachers will remind children to use the potty regularly until they gain independence.

If a child has three or more accidents in one day, they will be put back into a pull-up for the remainder of the day to ensure comfort, maintain cleanliness, and minimize disruptions.

Children must be fully potty trained and at least three years old to enter the Preschool program. Children who are not yet potty trained but have turned three may remain in the Toddler Room longer or may be asked to continue potty training at home before transitioning to preschool.

Preschool Room Information

Arrivals and Departures

Our goal is to provide each child with every opportunity to develop independence and reach their full potential in a nurturing environment. We appreciate your support in encouraging your child to perform self-care tasks independently, such as carrying their belongings, hanging up their coat, putting away their lunchbox, and changing their shoes, without unnecessary assistance.

Circle Time

Circle time is a group activity that typically includes singing songs, playing musical instruments, movement activities like marching, jumping, and spinning, finger plays, puppets or props, counting exercises, phonetic sound repetition, vocabulary building with pictures or flashcards, and storytelling. Children are invited to sit on mats and participate but attendance is optional. Circle time usually lasts between 10 and 20 minutes, adjusted based on the children's interest and engagement.

Communication with Parents

We use Brightwheel, our attendance and communication app, to provide daily updates on your child's eating, bathroom, and sleeping routines. You can access this information anytime through the parent app.

Incident reports are completed for any minor injuries that require teacher attention or leave marks. While bumps are common with young children, we document all incidents to keep caregivers informed.

We will contact you if your child becomes distressed and cannot be consoled, is injured or ill, or requires medical attention. Occasionally, we may also reach out if your child is having difficulty adjusting or exhibiting overly aggressive behavior.

Clothing

Please ensure your child's cubby is stocked with the following clearly labeled, seasonally appropriate items:

- 1 pair of indoor shoes or non-slip slippers
- 1 extra sets of clothes

- Sunscreen
- Sweater or jacket

Choose clothing that your child can easily dress and undress themselves, such as pants with elastic waistbands, Velcro shoes, and pants without snaps. We encourage children to practice self-dressing skills as much as possible.

Easy-to-manage clothing is especially important for successful potty training—please avoid onesies.

Birthdays

If you wish to bring a treat for your child's birthday, please ensure all treats are store-bought with clearly labeled ingredients. We encourage bringing fruit or other allergy-friendly options so that all children, including those with dietary restrictions, can participate safely.

If you are hosting a home birthday party and invitations are only for select friends, please do **not** distribute them at school or place them in cubbies to avoid hurting anyone's feelings. Instead, you may bring the invitations to the front desk, and staff will hand them out to the invited children's parents at the end of the day.

Toys from Home

To maintain a focused and distraction-free environment, please do not allow your child to bring personal toys to school.

Handbook Review and Revision

The Goose & Rev Academy Parent Handbook will be reviewed regularly to ensure it remains clear, effective, and responsive to the needs of our children and community. Revisions may be made as necessary to reflect updates in policies, regulations, or best practices. Families will be notified of any significant changes.

Goose & Rev Academy Family Pledge

“Alone we can do so little; together we can do so much.” – Helen Keller

At Goose & Rev Academy, we believe education is not just what happens in the classroom — it’s a partnership between teachers, parents, and children. This pledge represents our shared commitment to your child’s success, happiness, and growth.

Our Promise to Your Family:

- We will create a safe, nurturing space where your child feels loved, seen, and valued every single day.
- We will foster curiosity, creativity, and confidence through playful and meaningful learning experiences.
- We will communicate openly, honestly, and respectfully with you.
- We will celebrate your child’s milestones, big and small, and support them through every challenge.

Your Promise to Goose & Rev Academy:

- I will support my child’s learning by encouraging curiosity and kindness at home.
- I will communicate openly with teachers and staff, sharing information that helps support my child’s well-being.
- I will respect the policies and values of Goose & Rev Academy, understanding they are in place for the good of all children and families.
- I will model the same respect and compassion for staff and other families that I hope my child will learn to show others.

Together, We Promise:

- To work hand in hand to raise children who are curious, kind, and confident.
- To make Goose & Rev Academy a community built on trust, respect, and shared joy.
- To always remember that raising children is not just a responsibility — it’s a privilege.

Parent/Guardian Signature: _____

Date: _____

Goose & Rev Academy Representative: _____

Date: _____