SMITHSONIAN EARLY ENRICHMENT CENTER
SEEC PARENT MANUAL [REVISED AUGUST 2012]

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INTRODUCTION

The Smithsonian Early Enrichment Center is a museum-based education program with centers located in the National Museum of American History and the National Museum of Natural History. The first center, licensed for fifty (50) pre-kindergarten children, was opened in 1988 in the National Museum of American History. In January of 1991, a second center for infants and toddlers, ages three months through two years, opened in the Arts and Industries Building. In the summer of 1998, the third center opened to add more classrooms for toddlers and two-year-olds as well as SEEC's first kindergarten classroom. When the Arts & Industries Building closed in 2004-2005, SEEC's infant/toddler program moved to a modular building on the east side of American History. In October of 2012 the infant/toddler program will move to its current facility in Natural History.

SEEC offers a year-round educational program for young children, three months through six year of age. All three sites open at 7:30 am and close at 6:00 pm on weekdays. Kindergarten is in session from 8:30 am to 4:00 pm and has flexible "before" and "after" care programs available for an additional fee.

All preschool and kindergarten classes begin promptly at 9:00 each morning and are devoted to both structured and unstructured educational activities. Activities for all children include classroom experiences as well as museum visits, which take the children outside of the center. The kindergarten schedule includes morning classroom activities and afternoon museum visits. Parents arriving after 9:00 am are responsible for finding their child's class if they are not in their classrooms. Our programs provide diverse opportunities that focus on cognitive, social and language development, utilizing the rich community resources that exist within Washington.

PHILOSOPHY AND GOALS OF THE CENTER

The Smithsonian Early Enrichment Center has as its highest priority the provision of outstanding educational care in a nurturing environment. The program fosters the total social, emotional, aesthetic, intellectual, and physical growth of the child by using the unique resources of the Institution and surrounding community to challenge children. Children are offered educational experiences tailored to their individual developmental levels and SEEC welcomes children with special needs. Each class is directed by professionally trained teachers who provide new challenges, while encouraging each child to grow at his or her own pace. The program encourages children to think, reason, question and experiment, while fostering a positive self-concept.

Parents are strongly encouraged to be involved with SEEC as partners in the education and development of their children. Parents may participate in establishing policy as members of the Board of Directors or providing support of the center through various volunteer program opportunities within the Parents Association. Parent suggestions and questions about curriculum are always welcome and can be brought to the Executive Director at any time.

EDUCATIONAL PROGRAM
INFANTS, TODDLERS and TWOs

The program for infants and toddlers is holistic in nature, with a focus on language and social development. Physical development is also a primary focus as they practice each new skill. Children are learning about the immediate world around them; they are beginning to understand the relationship between themselves and others as well as the relationship between themselves and the world around them. Even as infants, many of the children are ready to reach out into a larger universe. At this point in time, we slowly introduce the children to broader experiences through the museums. The early years are the most vital for building strong neural connections and for providing the child with a variety of experiences that will develop trust and a love of learning. In many ways, the experiences that take place in the infant, toddler and twos classrooms will serve as the basis for learning for the remainder of their lives.

EDUCATIONAL PROGRAM
PRESCHOOL AND KINDERGARTEN

In 1987 the Smithsonian received a generous grant from the Clark-Winchcole Foundation to develop "Museum Magic", a model museum-based curriculum with special emphasis on multicultural education. The curriculum, developed specifically for SEEC, is designed to take advantage of the invaluable resources of the Smithsonian. SEEC children are introduced to the museums through this curriculum.

During the coming year the curriculum will be reviewed and revised to meet the changing needs of the children and teachers, to reflect the changing community, and to identify new resources to enhance the experiences for the children. This revision will involve the entire teaching and administrative staff, the museum education staff, parents, and even the children. If interest is expressed, curriculum discussion groups will be scheduled for parents and staff to exchange ideas. Parents are invited to and often do provide suggestions for museum visits and resources to enrich the experience for all participants. In addition, educational specialists will be consulted for the purpose of maintaining a philosophical base for the SEEC program to reflect current research and knowledge.

Work during the coming year will also include a year long research study of SEEC and our curriculum. This study will combine both qualitative and quantitative methods and will interview current families, alumni and staff, as well as others in the field of education to determine both the strengths and weaknesses of our curriculum. In addition, plans are underway to host a national symposium on early childhood and museums and an Advisory Council, consisting of experts in the field of early childhood education and museum-based curriculum, has been established to provide support for both the study and the symposium.

The SEEC curriculum is all-inclusive in that it focuses on how children learn, rather than simply presenting information to be learned. The focus on higher level thinking skills, often referred to as 21st Century skills, is considered to be an important educational goal. The curriculum honors

individual, cultural and developmental differences. It is designed to encourage a combination of deep exploration, direct instruction, and independent student exploration; as well as to provide both stimulating and quiet moments. It allows for the expression of ideas and feelings and has as a major goal the enhancement of each child's confidence and self expression.

The curriculum accomplishes these goals by fostering auditory, visual, language, motor, and tactile skills, each of which is presented as one of many ways to process information. The museum's resources are valuable tools with which to teach these skills, while at the same time making learning fun and exciting. The curriculum is divided into monthly units or themes. For example, when the curriculum focuses on clothing from different cultures the children may visit several nearby museums to see real-life examples, try on clothing that reflects the exhibit, and listen to culturally diverse stories with related illustrations. Another month might be spent on the idea of "change"; exploring how things change through time, such as states of matter, or yearly cycles. A different unit may encourage an exploration of buildings and architecture. A typical daily schedule [See Appendix A] shows the integration of the museum visit with other early childhood curriculum activities.

CHILDREN WITH SPECIAL NEEDS

The Smithsonian Early Enrichment Center welcomes children with diverse needs and seeks to support their growth through personalized interactions and collaboration with parents and external educational experts. Educators at SEEC modify practices for children with special needs within the classroom, but refer children to outside experts and specialized programs when a child’s needs cannot be met within the SEEC program.

FIELD TRIPS & TRANSPORTATION

Regular “field trips” are integral to the SEEC curriculum. Children learn about their world through frequent excursions beyond the classroom into the Smithsonian Institution as well as into the greater community. It is understood that all children will participate in these trips and that parents will not be asked to sign permission slips if the trip is within walking distance. Parents will be kept informed of field trips off the mall through weekly lesson plans and calendars. Parents will receive advanced notice of field trip details and will be required to return signed permission slips if transportation is necessary. When METRO train, bus, and/or Smithsonian vans are used for transportation, SEEC increases its child/adult ratios to 2:1 for all children except Kindergarten where a 4:1 ratio is used. On the rare occasions that SI vans are used, parents will need to provide appropriate safety seats for the trip.

Parents are invited to participate in most museum visits but may be specifically asked to serve as chaperones when additional adult supervision is necessary. Participation in these activities is part of the volunteer program provided by parents.

ADMISSION POLICIES

Any child shall be eligible for admission to the Center without regard to race, color, creed, national origin, sex, or job position of the parent. The SEEC program strives to serve all interested families within the Smithsonian community and provides certain advantages for children of employees.

Application and Waiting List

All applicants must complete an initial Enrollment Application Form and pay a non-refundable application fee of $50 (for most families) to be considered for enrollment. A sliding scale based upon place of employment and family income dictates the application fee. Applications will be reviewed each spring for available age appropriate openings and children will be chosen based upon a lottery system. Applicants not chosen for enrollment will be placed on a waiting list for the remainder of the school year. For waiting list children, a reduced fee will be charged to reapply in future years.

Registration Fee

Once children are selected for enrollment, parents are required to pay a $100 registration fee. This fee is non-refundable.

Admission Forms

Upon acceptance into SEEC, parents will also be required to complete an enrollment agreement, submit a health form, personal developmental history, release authorization, emergency information form, and emergency evacuation form. The enrollment agreement and all attached forms must be submitted to the Site Director prior to the child's arrival at the center. No child will be admitted without a current health form (dated within one year), up-to-date immunization record based on DC licensing standards, and other required paperwork.

Deposit

A deposit is required for all children enrolling in the SEEC program. The deposit fee is $500 except for children on financial aid where the fee will be $300. The deposit must be received by the center to confirm enrollment. Deposits will be refunded when a child leaves SEEC, assuming there are no outstanding debts to SEEC, and if the center receives six-week written notice prior to the child's withdrawal. Written notice should be given to the Executive Director. If a child is newly enrolled for the fall semester and withdraws from SEEC prior to fall, the deposit will not be refunded. The deposit is non-refundable in case of early (without 6 weeks notice) withdrawal from the Center. Kindergarten deposit is $1,000 and is refunded once the full year’s tuition is paid.

Enrollment

At the time of enrollment, a child is offered a space with placement based on chronological age. It would be at the discretion of the Executive Director to make an exception to the policy for placement of a child based on chronological age. Observations of the child in various group settings would be utilized in the decision process.

In the spring of each school year, teachers and administrators discuss placement of children for fall. In cases where the child's development warrants a placement that is not necessarily the next step sequentially, parents will be notified of SEEC's recommendation. Placement is at the discretion of the Executive Director.

Enrollment Schedules

At the time of enrollment, a child is offered a space which is either full-time or part-time. Both parties understand that a change in schedule is at the discretion of the Executive Director. A request for a change in schedule should be in writing to the Executive Director. Approval is based upon the availability of space and the priority for the space. Each spring requests for schedule changes for the upcoming year are reviewed. While every effort is made to accommodate the requests, there is no guarantee that requests can be honored.

Infants and toddlers will be accepted only with the financial commitment of a full-time space. A limited number of part-time slots may be available for children two and older.

Health Certificate

Before being admitted to the Center (and minimally once a year thereafter) each child must have a medical examination and immunizations, as required by DC law. The Health Certificate for the examination and immunizations must be completed by a licensed physician and submitted to the Center before enrollment. It is the responsibility of the parent to maintain an updated health form. **In the case of an expired Health Certificate, a parent will be asked to keep the child at home until an updated form is submitted.**

Each time that a child has a health physical, a parent should request a form from the center so that an updated copy can be submitted. A health form expires one year from the date of the examination. Younger children require more frequent checkups to receive necessary immunizations. Records of immunizations should be updated by the physician's office and returned to SEEC by the parent. Please note that SEEC is required to follow DC immunization policy which does not always align with other state recommendations for immunizations.

Dental Certificate

In addition to the required health certificate, a dental health certificate is required for all children over the age of three years. Prior to admission, parents of children enrolled in the preschool program must submit the required form (and each following year), as required by DC law. For children who turn three in the course of the school year, parents must submit a dental health certificate within two weeks of the child's third birthday (and minimally once each year after). It is the responsibility of the parent to maintain an updated dental health form. **Failure to provide the required dental health assessment will necessitate that a child stay home until the required form has been submitted.**

Re-enrollment Process for SEEC Children

Each spring, current SEEC children are given the opportunity to enroll for the following school year. To confirm enrollment, a payment [prepaid tuition] of $300 is required in the spring and will be applied to the first tuition payment in September. Failure to submit the prepaid tuition payment in the required time frame will result in forfeiture of space for fall.

If a child withdraws from SEEC prior to fall, the following guidelines apply for the refund of the payment. All requests for refunds must be submitted in writing to the Executive Director. Those submitted prior to May 1st will result in a $100 penalty; requests made between May 1st and May 31st will result in a $200 penalty. Notification of withdrawal on or after June 1st will result in forfeiture of the entire prepaid tuition.

Sibling Policy

Priority status is given to siblings of currently enrolled SEEC children of Smithsonian employees. At the time of the application for enrollment, a child will receive the above stated sibling status if:

(1) the brother or sister is currently enrolled at SEEC and
(2) an opening in the center is available so that enrollment of both siblings is concurrent.

Sibling preference does not extend to a sibling for fall enrollment if the older sibling is scheduled to leave SEEC before the fall semester begins. If no openings are available for immediate entry to the center, a sibling will be placed on the Sibling Waiting List and will remain there until that time when the brother or sister leaves the center. Infant siblings will be given priority for enrollment as long as the older sibling remains enrolled at SEEC. If the older sibling withdraws from SEEC prior to the start of the school year, including for the upcoming school year, the offer of an infant space will be withdrawn and the infant's application will be re-entered into the lottery. It will be eligible for reselection by lottery for that space, along with other applications in the same category.

Emergency Drop-In Care for Part-Time SEEC Children

A request may be made to add an occasional emergency day to a child's part-time schedule. This day does not take the place of the child's regularly scheduled day. The daily rate for added days is $70 per day for SI children and $80 per day for non-Smithsonian children. Due to a variety of circumstances, it may not always be possible to grant a parent's request for emergency care.

TUITION AND FEES

Materials & Activity Fee

A fee will be charged for each child enrolled in the SEEC program to cover the cost of fieldtrips, transportation, Discovery Theater, Parent Association activities, and vision / hearing screenings as well as some of the cost for consumable materials. This fee remains constant whether for full-time or part-time children, since part-time children are often invited to attend special events paid for through this fee. The fees vary across age groups, will be prorated over the 50 weeks, and are included as part of the biweekly tuition debit.

Waiting List Fee

If a space is not available at the time of application, a child's name can be submitted for future consideration of enrollment with payment of the appropriate non-refundable application fee. Fees are on a sliding scale.

Tuition

Tuition is paid on a biweekly basis using a Tuition Debit Agreement with each parent. Tuition will be debited directly from the parent's bank accounts every other Friday as outlined in the payment schedule given to parents for annual payments. An overdraft will result in a charge of $35. If an account has insufficient funds for payment, the debit payment will be resubmitted and the late fee charged. A pattern of no-payment due to insufficient funds [3 times in one year] may lead to termination of the child from SEEC. The Center also has the right to terminate enrollment if a parent's pre-authorized debit account is closed without written notification from the parent to SEEC.

Each parent is given a list of tuition due dates for the year and is responsible for payment through the Tuition Debit Agreement. Tuition payment #1 should be paid by check or money order. Tuition payments are due for all days, including holidays, with the exception of the two-week break in August. The center is not responsible for any payments lost, stolen or misplaced before delivery to the Director. First tuition payments should be placed in the available tuition boxes.

The weekly tuition rate is subject to change by the Board. New rates will be announced in writing with a copy of the notice placed in each parent's mailbox. Rates may go into effect as early as one (1) month after notice has been provided

You are responsible for paying the full tuition for each week that your child is enrolled in the center even if your child is absent (due to illness, vacation or other cause). Any child with outstanding debts as of August 10th will not be permitted to enroll for the fall term.

Non-Smithsonian Fee

A fee of $1500 per year for full-time (pro-rated for part-time) is charged for each child from a non-Smithsonian family. The Smithsonian's Office of Human Resources determines Smithsonian or non-Smithsonian status. To support the Smithsonian staff, the Institution

contributes to the SEEC organization by providing space and in-kind services. The non-Smithsonian fee is charged to families representing outside agencies or businesses.

Insufficient Funds

If any check written to SEEC is returned by the bank due to insufficient funds, a penalty charge of $35.00 will be charged to cover the bank fees and processing. To redeem a check returned by the bank, the amount of the check and the penalty charge must be paid either by certified check or money order. A pattern of bad checks will result in certified check or money order payments only and may, under extreme circumstances, result in your child's termination from the center

Parents Association Fees

The Parents Association receives $25 per child annually from Activity Fees to underwrite its operating budget. The Association may also vote as an organization to charge fees to members. See Parents Association section.

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FINANCIAL AID POLICY

It is the philosophy of the Center that no child be denied admission because of a parent's inability to pay the entire tuition. To that end, a scholarship fund has been established to provide tuition assistance for children of families with a demonstrated financial need.

In 2001, an endowment fund to support scholarships was created through an initial gift of $100,000 from the Smithsonian Institution. The scholarship fund also consists of generous annual grants from numerous organizations, including donations from the Parents Association fundraising events and gifts from other individuals. Earnings from SEEC's Educational Outreach Program also provide support for financial assistance

Parents are required to submit a separate and confidential financial aid application, including copies of federal income tax returns, for review. To apply for financial assistance, contact the SEEC Executive Director or download forms from the SEEC website. SEEC utilizes the expertise of School and Student Service for Financial Aid (SSS) to review and analyze information submitted. If extraordinary expenses or other factors are not reflected in the income tax returns, applicants are encouraged to explain these circumstances in a cover letter accompanying the scholarship application. Recipients of scholarships must reapply for scholarship each year and provide a copy of the latest tax return.

HOURS AND HOLIDAYS

All SEEC centers are open on weekdays from 7:30 a.m. until 6:00 p.m. unless noted in the yearly calendar.

Hours

The Kindergarten program begins at 8:30 a.m. and ends at 4:00 p.m. (8:30 to 9:00 arrival time and 3:30 to 4:00 departure). Before and after care programs are available at additional cost.

All children are expected to arrive prior to 9:00 a.m. for the beginning of the morning activities. This is essential for both your child and the others in the class. Throughout SEEC, parents will be responsible for finding their child's class once the morning activities begin. (after 9:00 a.m.)

You are strongly encouraged to have your child at SEEC no more than nine and one half (9 1/2) hours in any one day with the exception of kindergartners. Long days become very difficult for young children and may be the difference between a child having a positive experience or a stressful experience.

Teachers are unable to accept children into the center prior to the scheduled opening time. In the evening, parents should attempt to arrive by 5:45 so that a parent will have adequate time to prepare a child for the trip home. Our doors are to be locked at 6:00 p.m.

Holidays

The Center will be closed on all holidays observed by the Federal government and other holidays approved by the SEEC Board of Directors. SEEC will be closed on the following days:

New Year's Day - January 1
Martin Luther King Day - 3rd Monday in January
Inauguration Day
Washington's Birthday - 3rd Monday in February
Teacher Work Day – SEEC will select one day during February/March for staff training
Spring Holiday – SEEC will select one Friday each spring to coincide with area schools
Memorial Day - last Monday in May
Independence Day - July 4
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day -November 11
Thanksgiving - 4th Thursday in November
Day after Thanksgiving
Christmas -December 25
Winter Holiday – December 26 – December 31

The centers will close at 4:00 p.m. on the day before Thanksgiving and at 2:00 p.m. the day before the Christmas holiday.

Center Closing

The Center is closed for the two weeks prior to Labor Day. Tuition payments are not assessed for the two weeks the center is closed in August. Staff members returning in September have

paid vacation time during the first week; staff development is scheduled for the second week of the closing.

Any closing by the Smithsonian Institution will also include the center. No refund or credit against the tuition will be made for closures by SI. Tuition fees are not changed for scheduled holidays or any other center closings, except for the two-week closure in August.

If SEEC is involuntarily closed for a period of one week or less, parents will continue to pay full tuition. If SEEC is involuntarily closed for a period of time greater than one week, parents will not be required to pay tuition beyond the first week unless the involuntary closure is the result of a government furlough and salaries are retroactively paid.

Emergency Closing Procedures

In the case of any emergency which requires evacuation of a center, the staff and children will proceed outside to the mall. If an immediate return to the center does not seem likely, the children will be taken to an empty room in the Quad. If the Quad is not considered a safe alternative, the children will move to an alternative space assigned by the Smithsonian Office of Protection Services. Emergency files are carried with each group so parents can be contacted as to time and location of pick up. Consultation with security and other SI personnel will provide information for consideration by the Executive Director. Parents should contact the security office if they are unable to reach the center during an emergency. [See Appendix D for Emergency Planning]

AH Security: 633-3960 NH Security: 633-3066

INCLEMENT WEATHER CLOSING POLICY

SEEC will be OPEN if the Federal Government is operating on a regular schedule.

SEEC will be CLOSED if the Federal Government is closed.

SEEC will operate on a LIMITED SCHEDULE when the Federal Government announces unscheduled leave, adjusted home departure, or any other approved late arrivals. SEEC will open at 9:00 a.m. and close between 4:00 and 6:00 depending on weather conditions. Parents will be notified by e-mail prior to 3:00 p.m. about closing time for the day. The decision will be based upon weather conditions such as icy roads, snow, or sleet. If parents are uncertain about closing time, it is their responsibility to contact SEEC to confirm closing time or arrive at SEEC by 4:00 p.m. While we will stick to these policies as much as possible there may be times when the Executive Director determines that a different course of action is appropriate. Parents will be informed of any changes in policy via email from the Deputy Director or Executive Director.

If the Federal Government announces an early close during the workday, SEEC will remain open for 1 hour following the announcement. During inclement weather, parents should provide contact information to allow easy communication with parents should an early closing arise.

TEACHERS AND CLASS PLACEMENT

Lead teachers at SEEC have either a Bachelor's degree or Master's degree and experience working with young children. Associate teachers have degrees ranging from a Child Development Associate credential to an AA/BS degree. Teaching at the center is a team effort. Everyone has the same goal, the well-being of the children, but each staff member brings individual interests and strengths to the program. Each classroom has one lead teacher and at least one associate teacher depending on the ages of the children.

Classroom placement

Children are placed in groups initially based on chronological age. If the placement is inappropriate as determined by the teacher, parents, and Executive Director, the child will be moved to an appropriate group at the first available opportunity. The Executive Director will make the final determination if consensus cannot be reached. Infants, toddlers and two-year-olds are placed in classes that have a six-month range in the age of the children. The youngest groups are smallest in class size, with infants and toddlers typically having a 3:1 child to staff ratio. A 4:1 or 5:1 ratio is used for the two-year-old classes, depending on the group. A chart showing the progression of children through SEEC can be found in Appendix E.

The following criteria are used for initial placement of infants, toddlers and twos:

- Cottontails: (children at least 3 months and less than 6 months as of September 1, group size of 8)
- Ducklings: (children between 6 months and 12 months of age as of September 1, group size of 8)
- Toucans: (children less than 18 months, older than 12 months as of September 1, group size of 9)
- Dragonflies: (children less than 24 months, older than 18 months as of September 1, group size of 9)
- Penguins: (children less than 30 months, older than 24 months as of September 1, group size of 12)
- Fireflies: (children less than 36 months, older than 30 months as of September 1, group size of 12)

Once children reach preschool age they are placed in a group based on chronological age as of September 30th of the school year; if that placement is inappropriate the child will be moved in consultation with the staff, parents, and Director, at the earliest time available. There is a lead teacher and an assistant/associate teacher in each class of threes so that children may be grouped in smaller groups. The child to staff ratio is 6:1, with a group size of 12. The fours program is also based on team teaching with approximately a 7:1 ratio, with a group size of 14.

To be placed in a three year old class, a child must be toilet-trained and have basic independent self-help skills. The ultimate placement is determined by the Executive Director if consensus cannot be reached.

Placement Requests
When a parent-requested move is approved by the Executive Director, the timing of the move is at the discretion of the Executive Director. Parent-requested moves may take place as openings occur within the school year or in the fall.

Each September new classes are formed. If a parent has specific concerns about the upcoming year's placement, it is important to share this information with the Executive Director. Although the parent's input is taken into consideration, decisions for class placement are based upon multiple factors and the outcome may be one that does not reflect a parent's request.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be scheduled twice a year, October / November and April / May. While parents are welcome to call the center at any time to discuss their child's progress, the best time to call is between 1:00 p.m. and 2:00 p.m. If you wish to discuss an issue at length, please make an appointment to talk with the child's teacher and/or the Site Director.

PARENT VISITS

One of the great benefits of having your child on-site is the ability to visit him or her during the day. We invite parents to participate in the many activities available for the children. You might consider volunteering to go on fieldtrips or picnic with the children for lunch or snack. You may consider going along with the babies on a walk through the museums. Whatever you choose, we hope that you will be a part of the SEEC family.

Nursing Mothers - As an on-site facility, continuing a nursing schedule with a baby is possible. We wish to support mothers who make this choice and want them to have the time and opportunity to spend special moments with their infant in the center. We will work together to be sure you arrive on time for feedings to best meet the needs of your child.

Visits to the Classroom - We welcome parents as visitors at any time but would like you to consider (1) how many other parents are in the classroom at one time and (2) the impact that the visit may have on your particular child's routine. Some children can easily say hello and goodbye throughout the day while for others this separation is more difficult. Keeping visits within the center to less than 30 minutes is also helpful.

Parents are a wonderful resource for the classroom teacher and enrich the experiences offered at SEEC. Parents are welcome in the classroom and are encouraged to participate in the center's

activities, such as field trips and special events. Some special events hosted by outside organizations may be limited to children and staff.

Parents may visit unannounced at any time of the day, however, visits during afternoon rest (1:00-2:00) are sometimes difficult for children. It is requested that long visits be arranged with the teacher to avoid too many adults in the classroom at one time. It is also requested that parents notify the teacher in advance of any visits that will involve a change in the child's lunch schedule. We ask that parents respect the routines of the children and the class by having children back in the classroom by the beginning of naptime.

For visits to the kindergarten it is important to remember that their day is extremely busy, so we ask that parents plan visits to the kindergarten class with the classroom teacher.

Friends Visiting - We realize that many parents want friends to see their child and our school. Unfortunately, our space does not allow us to accommodate other visitors during peak times of the day (early morning drop off, mid-day lunch/nap, late afternoon pick up). If friends come with you during a peak time, their visit should be brief. If they would like to see the center at another time, arrangements should be made with the Site Director.

DROP OFF AND PICK-UP PROCEDURES

Security: Smithsonian I.D. or Smithsonian Early Enrichment Center (SEEC) Parent I.D. should be shown to the security officer at the door when entering the museum before or after hours. If you do not have a Smithsonian-issued I.D. please see the Director. All non-Smithsonian parents will be required to undergo a limited background check as part of the Smithsonian credentialing process.

Children are expected to arrive at the center at the time stated in the enrollment agreement. Parents should drop children off no later than 9:00 a.m. and are responsible for finding the child's class if not in the center. Prompt arrival allows children full participation in the morning educational program, and ensures the safety of the child and the efficiency of the center's operation. The center must be notified in advance of any change in schedule.

Failure to pick up your child by 6:00 p.m., the center's closing time, will result in the assessment of a fine of $15.00 for each fifteen minute period, or portion thereof, past 6:00 p.m. The fee will increase to $15 for every 5 minutes if a parent is late more than twice in one month. This increased fee will remain in effect until a parent has two consecutive months of on-time pick up. Cash payment must be made before your child returns to the program the following day.

All children must be escorted into the center by a parent or designated adult and should be signed-in. The staff member who is the principal caretaker must be verbally informed of the child's arrival. At the end of the day, the child must be picked up inside or on the center's grounds by an authorized person.

Parents are responsible for recording arrival and departure time in the daily attendance log. Please use the Destination Sheet when taking your child out of the center in the middle of the day so that a record is always available as to the location of each child on our sign-in sheet.

KINDERGARTEN DROP-OFF AND PICK-UP

The kindergarten class is in session from 8:30 until 4:00 p.m. Drop-off is between 8:30 and 9:00; pick-up is from 3:30 to 4:00. Before and after school programs are available at additional cost and must be pre-arranged with the Director. Fees for late pick-up apply during before and after hours for any child who is not registered for the program. Requests for occasional before and after care will be considered if made prior to the time needed, typically no more than three times in a month. We ask that parents follow SEEC's regular policies for all children regarding other aspects of drop-off and pick-up.

PARKING

American History – Fifteen minute drop-off parking is available at the bottom of the 12th Street ramp, the top of the 12th Street ramp, and inside the American History parking area accessed through the driveway entrance at the base of the 12th Street ramp. . Display your parking pass on your dashboard and please respect the 15 minute limit in all areas.

Natural History - Fifteen minute drop-off parking is available in the driveway next to the playground directly off of Constitution Avenue for morning drop-off and evening pick-up. Enter the east gate and continue into the main lot to turn around. Then park on the right side of the lane after exiting the lot. Display your parking pass on your dashboard when using the parking area.

Parking on the mall is under the regulation of the Park Police. Failure to follow the appropriate procedures and times when parking may result in a ticket. The Smithsonian Institution and the Smithsonian Early Enrichment Center have no authority in these matters.

Security also recommends that children exit the car on the curb side, rather than on the street side. Of course we realize that this may not always be possible, but that it is preferable.

ABSENTEEISM

Please notify the center at the earliest possible time but no later than 9:00 a.m. if your child will be absent on a specific day. It would be helpful if you notify the center in advance if your child will be absent due to vacation.

Attendance in Kindergarten is documented daily and becomes a part of every child's permanent school record. Attendance is recorded as present, absent, or tardy (arrival after 9:00 am). Consistent attendance is important and should be considered a priority unless a child is ill. Specific holidays that mirror the DC public schools calendar are scheduled for the Kindergarten when attendance is not required.

WITHDRAWAL FROM THE CENTER

For current SEEC children, a six-week written notice is required to withdraw a child for any reason other than illness. This notice is required to enable the center to fill the child's vacancy. Failure to provide proper and timely written notice shall result in the forfeiture of the initial deposit. For those families who have accepted enrollment for the fall semester, withdrawal after June 1st (prior to the actual start date) will result in a forfeiture of any deposit paid.

TERMINATION BY CENTER

The center reserves the right to terminate a child's enrollment immediately, if any of the following conditions arise:

1. In the judgment of the center's Director, the child's behavior threatens the physical or mental health of other children in the center;
2. repeated delinquency in payment of tuition;
3. consistent forms of bad payment;
4. the child is repeatedly picked up late.

In keeping with our philosophy to best accommodate the needs of the children and parents, we have a review process during the first twelve weeks to see if your child's needs will be met. If concerns exist, the parents will receive immediate on-going counseling and support. In cases where a problem cannot be resolved, the parents will be given a two-week written notice for termination. If enrollment is terminated due to the child's behavior, you will receive a refund of the deposit and a portion of the tuition fee, pro-rated on a daily basis for the period paid. If enrollment is terminated immediately for any other cause, the center will refund the appropriate portion of the remaining bi-weekly tuition fee, but will not refund the deposit. The center may terminate a child's enrollment upon two weeks prior written notice to you if any of the following conditions arise:

1. Any of the conditions above, assuming the center has not terminated immediately;
2. In the judgment of the center's Director, the program does not meet the developmental needs of your child;
3. You fail to abide by the terms of the Enrollment Agreement and Parent Handbook.

RELEASE POLICY

The center can release a child only to the parent or legal guardian of the child, or to individuals so authorized on the center's Child Release Authorization and Custody Information form. Staff members of the center may require identification from any person who arrives to pick up a child. All persons authorized to pick up a child must be at least sixteen (16) years old. **UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO A PERSON WHO IS NOT DESIGNATED IN WRITING AS AN AUTHORIZED PERSON.**

Custody - If only one parent has custody and the other is not authorized to pick up the child, the parent must instruct the center of this fact and must provide a certified copy of the Court Order confirming that one parent does not have visitation rights. Without such a Court Order, the law grants parents joint custody and the center may not refuse to release the child to either parent. If there is any change in the legal custody of the child while enrolled in the center, the parent must immediately notify the center and must provide the Director with a certified copy of the Court Order confirming the change in custody. Although we recognize that this may be inconvenient for the parent, this policy is essential in order to protect the center against potential claims for releasing a child to an unauthorized person or for refusing to release a child to an authorized one. If an unauthorized person arrives at the center to pick up a child, the center staff will notify the parent immediately.

HEALTH POLICIES

Illness – SEEC cannot permit any child to be in the center if any of the following conditions are true:

- A condition exists that prevents the child from participating in the program.
- The child requires more care than the teachers can provide without compromising their ability to care for the other children.
- The child is ill with a contagious or communicable disease that requires exclusion according to the recommendations of the American Academy of Pediatrics (AAP) or the DC Department of Public Health.

If, in the opinion of the center's staff, a child arrives at the center and requires exclusion, the staff member will refuse to admit the child. Temperature will be taken under the child's arm to determine fever. If a child develops a condition that requires exclusion while at the center, the staff will immediately notify the parent and provide appropriate care for the child until the child is picked up. The parent of guardian must pick up a sick child within one hour of notification and will be provided with a form outlining the issue. SEEC follows the guidelines for keeping children home from the center from the AAP book "Managing Infectious Diseases in Child Care and Schools" a copy of which is kept on file for reference in the center. Any concerns about whether a child has an excludable communicable disease will be resolved by the Site Director in consultation with outside health consultants, including the DC Department of Health when necessary.

The AAP states that children need to be excluded in the following conditions and must remain out until the condition is resolved:

- Fever of 100 degrees armpit or 101 oral **with** additional behavior changes. A fever in a child over 4 months with no additional behavior changes is not a reason to exclude a child.
- Any fever in a child under 4 months of age
- Diarrhea: watery stool that is not associated with diet changes or medications **with** increased frequency (loose stool is not a reason for exclusion).
- Vomiting 2 or more times within 24 hours
- Rash with fever **and** behavior change
- Pink eye
- Strep (until 24 hours after start treatment)
- Lice until after first treatment
- Any communicable disease

SEEC is also required by law to report certain illnesses. See APPENDIX B for reportable diseases.

Minor Injuries - Parents will be notified of minor injuries by direct communication from a staff member, usually by a telephone call and a written note.

Emergencies - If a child is injured or becomes seriously ill while at the center during-normal business hours, a parent will be contacted immediately. If the situation requires immediate medical help from Emergency Medical Service personnel, 911 will be called. If a parent cannot be reached, and in the judgment of the senior staff member on duty the child requires additional care, the child will be taken promptly by EMS, accompanied by a SEEC staff member, to the closest hospital or to the hospital noted on the Emergency Medical Treatment Consent form if time allows.

This Consent allows the center to have your child transported to a hospital emergency room. The form does not cover decisions about treatment that will be made at the hospital emergency room, but some hospitals may accept the form to initiate treatment until informed consent can be obtained from a parent. Life-saving care may be provided without parent consent. The Medical Care and Emergency Contact Information form is also kept on file at SEEC so that the center can contact the parent or other authorized person in an emergency. Please notify the center if there are any changes in your contact information.

Administration of Medicine - Medicine will be administered to a child if a parent is unable to come to the center. Prescription medicine must be in the original container and be clearly labeled with the name of the child, the name of the medicine, the dosage and the name and telephone number of the child's physician, duration of administration and the indication for the use of the medication. In addition, the parent must provide a signed, written consent daily for each medication to be given. Over-the-counter medications may be administered if they are accompanied by a note from a prescribing health professional that gives the name of the child,

the name of the medicine, the dosage and the name and telephone number of the child's physician, and the indication for the use of the medication.

A common sunscreen purchased by SEEC and recommended by SEEC's healthcare consultant will be used in the afternoons with all children unless there is a medical reason for selecting another brand. Parents need to sign a form that will be good for one year. Parents are asked to apply their own sunscreen before coming to school.

Medical Examinations - Each child must have an annual medical examination and immunizations, as required by the DC Health Department. Please note that there may be some inconsistencies between DC regulations and other states, but that immunizations must follow DC recommendations. SEEC requires documentation of routine health assessments as recommended by the American Academy of Pediatrics and the United States Public Health Service. This includes the more frequent visits to the physician's office for preventative services, immunizations, and screening tests. The center also participates in hearing or vision screening for certain age groups within SEEC. Parents will be notified in advance of these opportunities and all children will participate unless the parent indicates in writing that he/she does not want the child tested.

SAFETY PROCEDURES

Fire Drills / Emergency Evacuation – SEEC children take part in monthly fire drills [logged by administrators] and additional building-wide drills in accordance with museum procedures for general emergencies and evacuation. This includes practice for weather-based emergencies and terrorist threats. [See APPENDIX D for Emergency Planning.]

Pets / Animals – Animals offer a natural opportunity for learning, but need to be cared for properly to maintain the health and well-being of children. Any animal or pet brought into the Center will be cared for by a knowledgeable individual who accepts responsibility for total care. Safety for the children will be considered the highest priority when making decisions about the housing and care of the animal. Medical attention will be pursued at the first sign of illness or unusual behavior on the part of the animal.

DISCIPLINE PROCEDURES

Young children, particularly in group settings, inevitably behave aggressively toward one another at times. When children want the same toy or the attention of the same adult, competition and strife are bound to occur. An irritable or angry child may lash out at another child without any apparent provocation. Physical aggression is not tolerated at the center and adults immediately intervene. How this is dealt with differs depending on such factors as the age of the child, the intent or extent of the aggression and the interactive histories of the children involved. Physical discipline is never used at the center. Instead the staff will help the children to develop an understanding of appropriate ways to express feelings and assist them in developing strategies for social interaction. If, in the opinion of the Director, a child has repeatedly demonstrated disruptive, violent, or deviant behavior, the Director shall notify the parent and request a parent

conference to discuss strategies for handling the problem. Under extreme circumstances, when the safety and well-being of other children may be in jeopardy or the activities of the center repeatedly disrupted, a child may be dismissed from the center.

Once you enter the classroom the teachers consider you to be “in charge” of your child in terms of discipline. Please do not discipline or comment on another parent’s child when you are in the classrooms. If you have a concern about a child’s behavior please speak to the teacher in charge and let s/he take care of the issue. Teachers are not able to discuss information about a child with anyone other than the child’s parents.

CLOTHING AND CHILDREN'S PERSONAL OBJECTS

Clothing- Simple, sturdy play clothes are recommended for all children at the center. For safety, rubber-soled shoes are suggested for the playground. For younger children learning to be independent, we suggest pants with elastic waists that can easily be pulled up and down. Shoulder straps, suspenders, and belts can prove difficult for young children to manage when in a hurry. Coats and jackets with large buttons and zippers are easiest for children and promote self-help skills that build good self-image and success. The children go outside, even if for a few minutes, in all weather except extreme conditions of heavy snow, sleet, high heat or rain. Please send your child to the center appropriately dressed for outings in coats, hats, boots, and mittens that the children can handle themselves. (When wearing shoe-boots, please send a pair of shoes also.) Parents should provide an extra change of clothing for emergency use. This is especially important for younger children. Each individual’s personal belongings will be stored either in a separate cubbie or sealed in a plastic bag or container so that there is no contact with other children’s clothing. Please label all clothing, including boots, hats and jackets.

Toys – We know that some mornings it is tough to get your child out of the house without the favorite toy of the morning but as much as possible please discourage your child from bringing personal toys from home into the center, except on specific "sharing days" set up by the center. It can be traumatic for a child when his/her personal toy is lost or broken and it is difficult for the teachers to be responsible for these items. However, if parents wish, a child may bring in "security objects" for naptime. The child's name should be on all such items. Please do not allow your child to bring toy guns, knives, or other toys of violence to school.

Diapers and Potty- All children entering the 3’s classrooms are required to be potty-trained; diapers are not permitted for any children. Parents are responsible for providing disposable diapers for SEEC’s younger children (infants, toddlers and two’s). Teachers of toddlers and two-year-olds will work with parents to support toilet training. All children must be out of diapers to move to the three-year old class.

Bottles and Pacifiers - Bottles are only permitted in SEEC’s infant classrooms. During the fall transition, toddlers may be fed a bottle prior to naptime. Infants and toddlers may also use pacifiers for sleeping. SEEC's policy states that children are not permitted to walk around with a pacifier or a bottle; bottles may not be propped for feeding. Once children reach 2 years of age,

cups will be the only choice for drinking beverages at school. Children are required to be seated for eating and drinking to avoid choking.

FOOD POLICY

Catered Meals & Snacks – All SEEC centers offer hot lunch and snacks. At American History East, parents and staff work together to transition infants from baby food to the catered lunch program. The intent is to be flexible during this transition.

Parents are welcome to join their children for lunch. Please plan to bring your lunch. If parents wish to take their child out for lunch, the staff should be notified in advance.

Special Diets – If a child requires a special diet because of medical needs, or religious or cultural preferences, the parent should provide appropriate alternatives. All special medical diets must be verified in writing. Food allergies should be reported directly to the classroom teacher as well as indicated on the health form.

Food from Home - Gum, candy, and personal snack foods are prohibited at all times. Store bought snacks in the original packages are preferred when sharing a snack with the class. Food may not be stored in the children's cubbies at any time.

Celebration of Holidays / Birthdays - SEEC is a “No Nut Environment” due to the increase in allergic reactions to nuts. We ask that parents are diligent in screening all foods brought into the center to ensure that they are nut free. This applies to children’s and teacher snacks. This is important to remember in preparing treats for birthday celebrations at the center. We would like to minimize sweets and encourage parents to participate in a special activity such as reading a new story to the class or playing a game with the children to celebrate birthdays. Please contact the classroom teacher to make any special arrangements.

PUBLICITY

Because SEEC is a demonstration lab school, as we develop educational materials, publications, and our website, slides or photographs of the children at SEEC will be used to communicate the philosophy and concepts of the SEEC program. Images may also be used for or by the Smithsonian Institution. This may include websites and electronic newsletters published by SI. No names will be given without the written permission of a parent. Additionally, television and radio stations, newspapers and other media sources may contact and visit the center in order to photograph and interview the children. These interviews or photographs may be distributed or broadcast to the general public. Photographs of the children may be used in any Smithsonian materials or SEEC brochures and informative publications which are distributed to the public. Parents will be informed of any activity where photos may be used.

Parents are required to notify SEEC in writing by signing the attached “Opt out” form if you do not want your child to be photographed.

PROCEDURES FOR SUSPECTED CHILD ABUSE CASES

The center is required by District of Columbia law to report evidence or suspicion of child abuse or neglect. If a child arrives at the center with signs of injury obvious to the staff, a staff member will make a written note of the injury, have it signed by the Director, and forward a copy to the parent.

GRIEVANCE PROCEDURES

As partners in the lives of your children, it is vital that we communicate with each other regularly. Parents are always invited to meet both formally and informally with teachers and administrators at SEEC. Questions and concerns should be raised first with the teacher and Site Director. If the parent concerns are not taken seriously nor adequately addressed at this level, the parent should meet with the Deputy Director or the Executive Director to discuss the issues. Parents should feel free to talk with the Executive Director at any time and about any issues or questions. Also feel free to stop in and share a fun story!

USE OF SOCIAL MEDIA

Blogging, micro-blogging (Twitter), photo sharing (Instagram, Pinterest) and social networks (Facebook) as well as other forms of social media now give us unprecedented opportunities for outreach, information-sharing and advocacy.

As a parent at SEEC you are encouraged to be advocates on behalf of the organization and early childhood education by spreading the word about our mission.

The following guiding principles have been shared with teachers and are good guidelines to follow. The Executive Director highly values social networking and SEEC will be pursuing it as a means to share our work in the future and invite you to share as well.

1. **Be Responsible**. Blogs, wikis, photo-sharing (Instagram), video sharing (You Tube), Twitter, Facebook, are your own personal interactions, not SEEC communications. You are personally responsible for whatever you post. What you write is ultimately your responsibility. Please be aware of other children in photos you might post and know that parents may not want their child's photo posted.
2. **Be Smart**. A post is ultimately visible to the entire world. Remember that what you write will be public for a long time – be respectful to SEEC and the SI, the teachers, the children and families, and protect your privacy.

3. **Identify Yourself.** Authenticity and transparency are driving factors of the blogosphere. In online social networks, the lines between public and private, personal and professional are very blurred. Just by identifying yourself as a SEEC parent, you are creating perceptions about SEEC as a place. In addition, you may be creating perceptions about you from teachers and families. Make SEEC proud. Be sure that all content associated with you is consistent with your work and with SEEC's values and professional standards.
4. **Write What You Know**. You have a unique perspective on our organization based on your family's experiences here. Share your knowledge, your passions and your personality in your posts by writing about what you know. Consider content that's open-ended and invites response. Encourage comments. If you're interesting and authentic, you'll attract readers who understand your specialty and interests. Don't spread gossip, hearsay or assumptions.
5. **Be Respectful**. It's okay to disagree with others but cutting down or insulting readers, teacher or other families is not. Respect your audience and don't use obscenities, personal insults, ethnic slurs or other disparaging language to express yourself.
6. **Don't Tell Secrets**. We are a close knit community and that fact provides you with access to confidential information regarding family's and teacher's lives. Respect and maintain the confidentiality that has been entrusted to you. Don't divulge or discuss proprietary information, internal documents, and personal details about other people or other confidential material. Honor the fact that some parents may not be comfortable having their child on social media and think before you post!

Your responsibility in the social world

In general, SEEC views social networks, personal websites, and blogs positively. SEEC respects your right to participate in social networks as a form of self-expression. However, please keep in mind, although we often view these internet-based sites as personal projects and a form of personal expression, some readers may view you as a spokesperson for SEEC. With this in mind, please observe the following social network guidelines:

Add value: There are millions of words out there. The best way to get yours read is to write things that people will value. Use words that show the best of SEEC and keep the complaining to your conversations with significant others or with the Executive Director.

Create some excitement. Let's share with the world the exciting things we're learning and doing and our passion for the work we do every day.

Please don't use SEEC trademarks on your site without first obtaining permission from the Executive Director.

Be respectful. Respect the privacy of, fellow staff, our families, and our partners. If you have a concern about a workplace issue, a blog or Facebook is not the best place to

resolve it. Rather than “venting” through a social network please use the Executive Director’s “open door” policy to address a concern when it occurs.

GOVERNANCE

SEEC is an independent, non-profit corporation. The Executive Director, in conjunction with the Deputy Director and the Site Directors, has responsibility for the daily operation and management of the center. Parents support the center individually and through the Parents Association, which serves to provide a collective perspective in regard to center issues. Development of policy and overall direction of the center's business and affairs is provided by the Board of Directors, which has all powers necessary to carry out the center's purposes.

The Parents Association - The Parents Association includes all parents of children enrolled in the center. It provides recommendations to the Board of Directors, via parent members of the board who represent a collective perspective of the parents in regard to policies concerning curriculum, food services, and other matters relating to the daily operation of the center.

The Parents Association conducts meetings and elects officers annually. Committees to investigate, advise, and assist the Association in its activities may be formed as the need arises; parents are strongly encouraged to participate on at least one committee. Parents assist and support the center through a volunteer program that allows for creative ways to participate. Parents may work with the lending libraries, chaperone field trips, take part in annual cleaning days, or assist with classroom activities. They may write articles for the center's newsletter, donate paper products, or share ethnic heritage or specialized knowledge with the children. All parents are expected to actively participate in the volunteer program. We hope that all parents will find a way to be involved that benefits both them and the center.

The Parents Association also plans social events that allow families to become better acquainted. In addition, the Association conducts fundraising activities such as the Annual Auction to benefit scholarship and other special projects that benefit the center.

The Board of Directors - The Board consists of fifteen members. Members serve for three-year staggered terms. The Smithsonian Early Enrichment Center believes in strong parental involvement in all aspects of the center's programs and operations. Parents have a strong voice and represent more than one-third of the membership of the Board. Parental involvement encourages a firm commitment to the center, helps it stay strong and vital, and is necessary to the happiness of the children. Of the six parent members of the Board of Directors, three include the Outgoing President, President and Vice-President of the Parents Association. Of the remaining nine members of the Board of Directors, two are appointed by the Secretary of the Smithsonian to represent the interests of the Institution. Seven members are appointed by the Board to incorporate specific skills needed for the running of the corporation. .

FUNDRAISING AT SEEC

SEEC engages in a variety of fundraising activities aimed at strengthening the SEEC program. The funds help enrich the museum-based curriculum and program; increase staff salaries and benefits; build the scholarship endowment; and provide additional income for special projects, educational outreach activities, and capital improvements.

Individual Giving - SEEC strives to raise unrestricted funds from individuals through a variety of means including the Combined Federal Campaign (CFC) and an Annual Giving campaign. Since 1989 SEEC has participated in CFC, which allows Smithsonian employees and workers from other Federal agencies to support SEEC directly through payroll deductions to CFC. Over $150,000 has been donated to SEEC through the Combined Federal Campaign.

The Smithsonian Secretary's Scholarship Fund - In December 2000, Secretary Lawrence M. Small allocated $100,000 in Smithsonian Trust funds to SEEC to establish an endowment. The income from the endowment will help support tuition assistance for children of Smithsonian employees who hold positions no higher than GS grade 8 level or equivalent. Selection of students to receive scholarships from the Secretary's endowment will be in accordance with SEEC's financial aid policies.

Scholarship Fund - SEEC conducts various fundraising activities each year to garner financial support for the school's scholarship program. This program enables families who otherwise would not be able to participate in SEEC to do so. The primary appeal is to Smithsonian museum directors and senior administrators for contributions from their units to the Scholarship Fund.

The SEEC Parents' Association is also a major contributor to the scholarship fund. In past years many of the funds raised for this have come through its annual Benefit Auction. The auction, first held in 1994, consists of both a silent auction and live auction, and is held each spring in one of the Smithsonian museums. It featured unique behind-the-scenes events and activities at the Smithsonian, such as curator-led exhibit or collection tours; tickets to preview receptions and Smithsonian events; and lunches with senior officials and museum directors. In addition, the auction features tickets to sporting events and performances as well as restaurants, hotel and resort packages and offers many wonderful items for families and children. The SEEC Auction has attracted close to 400 guests each year. Discussions will be held this year about how the auction will fit with developing plans for the 25th anniversary of SEEC coming up in October 2013.

Corporate, Foundation and Grant Support - SEEC seeks financial support from corporations, foundations and grant making agencies for special projects, educational outreach activities, and support of the Scholarship Fund.

AHERA Management Plan
Smithsonian Early Enrichment Center
at the National Museum of Natural History

BACKGROUND: The Smithsonian Early Enrichment Center (SEEC) at the National Museum of Natural History (NMNH) is subject, by virtue of its Kindergarten program, to the requirements of the U.S. Environmental Protection Agency's Asbestos-Containing Materials in Schools rule, 40 CFR Part 763 Subpart E. The rule, part of the Asbestos Hazard Emergency Response Act (AHERA) of 1986, requires elementary and secondary schools to identify whether asbestos-containing materials (ACM) are present within the school and to develop a management plan to address this issue. The SEEC Management Plan reflects the documentation that ***no ACM was used in the construction of the SEEC at NMNH.***

LOCATION: The SEEC at NMNH is located in room CEG50, East Court Infill Building, NMNH, 10th and Constitution Ave, Washington, DC 20560.

INSPECTION: According to both design specifications and construction documents, NO ASBESTOS-CONTAINING MATERIALS were used in the construction (late-1998 completion) of the East Court Infill Building. This building, containing SEEC, is a separate structure, connected to the NMNH by hallways. Attachments 1 and 2 of this Plan contain attestation letters from both the architectural design firm (Mariani Architects Engineers) and the construction contractor (The Sherman R. Smoot Corporation). The Smithsonian has requested an exclusion, per 40 CFR Part 763.99, from the requirement to perform further inspections.

ACCREDITED PERSON: This Plan was originally prepared (1999) and annually reviewed by Kathryn A. Makos, Industrial Hygienist, Office of Safety and Environmental Management (OSEM), Victor Building, 790 9th Street, Room 9100, Washington DC (202-275-0705) holding current accreditation as an EPA AHERA Inspector/Management Planner.

RESPONSE ACTIONS: Due to the documented absence of ACM in the SEEC, no action is anticipated for re-inspection, response actions, operations and maintenance programs, or periodic surveillance. OFMR NMZ Manager has verified that no ACM products were used or introduced into SEEC space during repair or renovation projects.

OCCUPANT NOTIFICATION: SEEC staff and SEEC/NMNH parents will be notified on an annual basis as to the availability of the Plan. The Plan will be available for inspection to all authorized parties, in accordance with 40 CFR Part 763.93(g).

Dated: December 10, 1999
Reviewed by OSEM & SEEC: Feb, 2000 (no changes); Feb, 2001 (acronym & address changes only); Feb, 2002 (no changes); Jan, 2003 (no changes); March, 2004 (no changes); February, 2005 (no changes); March 2006 (no changes); March 2007 (no changes); March 2008 (no changes, except addition of verification that no ACM has been used/disturbed in SEEC), March

2009 (no changes); March 2010 (no changes); February 2011 (no changes); March 2012 (no changes).

TAX IDENTIFICATION NUMBER

The Tax Identification Number for the Smithsonian Early Enrichment Center is 52-1545108.

The center is incorporated in the District of Columbia and licensed by the D.C. Department of Consumer and Regulatory Affairs. It is a non-profit organization under Section 501(c)3 of the Internal Revenue Code that is operated separately from the Smithsonian Institution. The Smithsonian provides rent-free space, utilities, and certain other administrative services. All operating expenses are covered through a combination of tuition, fundraising activities and earned income from outreach activities.

APPENDIX A: EXAMPLE OF A TYPICAL DAILY SCHEDULE

7:30-9:00	Greet Children & Parents; Individual Choice Activities
9:00-9:30	Small Group Activities; Bathroom Time
9:30-9:50	Circle Time - Introduce Museum Activity, Stories, Exploration of Objects
9:50-10:00	Hand washing & Snack
10:00-10:45	Transition – Museum Visit
10:45-11:30	Playground Activities & Free Play
11:30-12:00	Group Activity for Transition to Lunch - Read Stories & Hand washing
12:00-12:30	Lunch Time & Bathroom
12:30-1:00	Quiet Time for Transition to Naptime (Read stories quietly, listen to tapes)
1:00-2:30	Naptime
2:30-3:15	Afternoon Projects & Small Group Activities
3:15-3:30	Bathroom
3:30-3:45	Hand washing & Afternoon Snack
3:45-4:30	Playground Time
4:30-6:00	Independent Choices - Books, Blocks, Puzzles, Games, Art
6:00	SEEC Closes

APPENDIX B: REPORTABLE DISEASES

A case or suspected case of the following diseases is to be reported to the Department of Health by the Center Director. Parents are required to notify the Center immediately if their child is diagnosed with any of the diseases listed below. A complete listing of reportable diseases and phone numbers is available in each Center.

VACCINE-PREVENTABLE DISEASES:

- Chickenpox
- Diphtheria
- Measles
- Mumps
- Pertussis-Whooping Cough
- Poliomyelitis
- Rubella
- Tetanus
- Vaccine Adverse Events

ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)
SEXUALLY-TRANSMITTED DISEASES
TUBERCULOSIS
ANIMAL BITES
LEAD POISONING

OTHER IMPORTANT COMMUNICABLE DISEASES/CONDITIONS:

- Amebiasis
- Anthrax
- Botulism
- Brucellosis
- Campylobacteriosis
- Cholera
- Coccidioidomycosis
- Cryptosporidiosis
- Cyclosporiasis
- E Coli 0157:H7 Infection
- Encephalitis
- Food/Waterborne Illness
- Giardiasis
- Haemophilus Influenzae
- Hantavirus Pulmonary Syndrome
- Hemolytic Uremic Syndrome
- Hepatitis
- Influenza, confirmed.
- Legionellosis
- Leprosy
- Leptospirosis
- Listeriosis
- Lyme Disease
- Malaria
- Meningitis
- Meningococcal Disease
- Outbreaks, any disease
- Plague
- Psittacosis
- Rabies
- Rocky Mountain Spotted Fever
- Salmonellosis
- Shigellosis
- Strep Invasive, Group A
- Strep Pneumoniae
- Toxic-Shock Syndrome
- Trichinosis
- Typhoid Fever
- Typhus
- Vibrio- Any Species
- Yellow Fever
- Yersiniosis

APPENDIX C: ADDITIONAL INFORMATION FOR INFANT, TODDLERS AND TWOS

A. Diapering

- Diapering procedures must be followed by staff and parents alike. Each new parent will receive a copy of the diapering procedures, and these are also posted above the changing areas. These policies are established for the health of the children and the necessary control of disease in the Center. If a parent is uncomfortable following the procedure, a staff member will be glad to change the diaper.

- Our expectation is that the parent will ensure that a child begins their day at the center with a clean diaper. At the end of the day, diapers will be changed by SEEC staff just prior to pick-up time.

- Disposable diapers and wipes need to be supplied by the parent. We are unable to accept cloth diapers.

- **Infants/Toddlers/Twos Supplies**

- Blanket 1 lightweight
- Infants – 2 to 3 crib sheets (small crib size)
- Clothing at least two or three sets if child is not completely potty trained
- Small stuffed animal for naptime
- Diapers (disposable only) / Wipes
- Bottles for Infants and Toddlers and Infants (we will provide drinks in cups; if your child needs a bottle at lunch time, please send the bottle already prepared)
- Lunch and snacks will be provided for children who are eating table food; if your child is unable to eat the catered lunch, please discuss this with the Site Director.

Please label ALL clothes; diaper containers, wipes, blankets, pacifiers, etc. before sending to the Center. Use your child's first name and last initial.

B. Additional Information

- Children will not be permitted to walk around with pacifiers or bottles or to walk around while eating.

- Please do not place purses, backpacks, or briefcases within children's reach when dropping off or picking up since they often contain common objects that may present a hazard to young children.

- Coats should be left at the front of the Center, in the entry or hung on wall hooks, inaccessible to young children.

- Parents entering the infant rooms should either remove shoes and leave them outside the classroom or put blue shoe covers over their shoes before entering. The babies spend their day on the floor playing and interacting and we want to keep it as clean as possible!

APPENDIX D: EMERGENCY PLANNING

September 11th was an event that caused all of us to rethink our plans for emergencies and the realm of crises that might be a part of our future. While this concern for safety is relevant to all citizens and organizations nationally, it is even more critical for those of us living and working in political and financial centers of the country. As an organization, we have made this a priority. Shortly after September 11th, SEEC, with the unparalleled support of the Smithsonian Institution, began a process of reviewing and updating its policies and plans that relate to unexpected emergencies. This on-going process continues to be a priority today.

In a recent update of emergency procedures, we have refined plans from last year. SEEC's basic Disaster Plan describes possible alternative responses to emergencies. This course of action has been discussed and approved by experts in security from the Smithsonian Institution. In all cases, SEEC will follow the recommendations and directives of SI security relating to emergency situations. These decisions come from the office of the Director of SI Protective Services, and are based upon information from FEMA, FBI, Homeland Security, and DC Police.

- **Shelter in Place -** A decision to keep everyone within SI buildings may reflect the belief that a higher level of safety exists within the buildings rather than outside. This is termed 'shelter in place'. In this case, AH East children and staff will exit their emergency doors and enter the East doors of AH; they will then be moved to an interior space within the building. AH West children will be moved from their center to an interior space within the building. NH children will either remain in their center or be moved to a safer location within NH. Location will be determined by security based upon the nature of the incident. The duration is likely to be no more than a few hours; should the time be extended, SEEC has an agreement with Restaurant Associates (the contractor providing food services within AH and NH) to receive food and water. In all likelihood, parents arriving at the museum would be permitted to enter the building and remain inside during this situation. Of course, this decision is made by SI security and is closely tied to the type of emergency. Most parents would pick up children once the 'shelter in place' was ended.

- **Priority I Evacuation –** In a situation where immediate evacuation is recommended by SI, SEEC staff will release each child to the first designated adult on the family's Emergency Evacuation Form. A **Priority I** emergency is one that necessitates immediate evacuation due to a credible, imminent threat. This could be a natural disaster or a terrorist threat. An impending attack on the city would be considered a **Priority I** situation. It is the parents' responsibility to designate a place outside of the city to meet if someone on their emergency form picks up their child. Under extreme circumstances, SI shuttle buses might be designated to evacuate SEEC children and staff to another SI location outside of the city. SI security offices and the SI Control Room would have information as to the location of the children. SEEC, under the guidance of Smithsonian experts, takes part in regular drills in an effort to be prepared for emergencies.

- **Priority II Evacuation** – A decision to evacuate the city may have a broader span of time, which would allow parents to come directly to the center to pick up their children. Evacuation may be deemed necessary, but the window of time for a safe departure may be greater than in a Priority I emergency. In a **Priority II** emergency, the same protocol for daily pick-up would be followed except that parents would be encouraged to come as soon as possible since a serious threat existed. The approach of a hurricane that was expected to hit Washington by early evening might be the impetus for determining a **Priority II** Evacuation in mid morning.

Highlights of SEEC Disaster Planning Process

SEEC's efforts to prepare for unexpected disasters include a variety of initiatives. This list provides a cursory overview.

- **Planning and Preparation**
  - A written disaster plan is in place for the program in each center as part of the Smithsonian's Disaster Plan.
  - SI experts in disaster planning and security continuously consult with SEEC and provide guidance for developing SEEC policies.
  - SEEC classes are required to carry SI security radios when leaving the center, which allows for communication in any emergency situation. Classes can directly contact security or SEEC administrators by way of the radios.
  - SEEC has an agreement with Restaurant Associates to provide food and drinks for each center during a 'shelter in place' emergency.
  - Centers have emergency parent contact information and basic emergency supplies in class backpacks; additional emergency supplies are kept for each center.
  - Parents are required to submit an Emergency Evacuation Form describing their family's plan. Parents are required to update this plan annually. Emergency information is then collated in notebooks for all three centers.
  - Non-SI parents are given SEEC ID cards to gain entrance to SI spaces during non-public hours.

- **Training**
  -
  - All SEEC staff members participate in center wide training related to emergency policies and disaster planning.
  - SI provides training on the use of security radios and fire extinguishers; emergency evacuation drills are held for American History and Natural History.
  - SEEC staff take part in monthly fire drills scheduled by SEEC centers.

- **Communication**
    - Information is shared with parents in memos, emails, and meetings.
    - An annual meeting with the Smithsonian's Director of Protection Services and SI security personnel offers SEEC parents and teachers an opportunity to learn more about the Smithsonian's plans for emergency situations and ask questions that relate to emergency planning for SEEC.
    - Parents are given cards with contact information for NH and AH security offices and the SI Control Center.
    - Communication during a crisis may be difficult or even impossible. SEEC will attempt to notify parents of decisions for closure and the location of the children by several methods (1) group email (2) phone calls (3) message update on SEEC center phones. If phones and email are unavailable, parents will have to rely on direct contact with SI security. Officers at AH and NH will have information about SEEC children in the security offices and at each entrance to the museums.

Smithsonian Early Enrichment Center
Emergency Planning

Commonly Asked Questions

1. **The Parent Manual describes Emergency Closing Procedures. How is this different from Emergency Evacuation?**

   The Emergency Closing Procedures outlined in the Parent Manual only apply if a single building is targeted for evacuation. For example, a fire, bomb threat, or facility problem may necessitate leaving the building. If an immediate return to the center is unlikely, children will be taken to the S. Dillon Ripley Center on Jefferson Drive (the Quad) or to one of SEEC's other facilities. Parents will be notified by email and phone if possible.

2. **If the children are in the Quad, how do non-SI parents gain access to the building?**

   During regular museum hours, the building would be automatically open to the public. Before and after museum hours, parents would be required to show their SEEC ID that is given to all parents at Orientation. It is the parent's responsibility to have access to his/her SEEC ID for entry to the building. Additionally, SEEC administrators would provide a list of parents to the security guard at the entrance of the building.

3. **If the children are in the Quad, where do parents park?**

   There is no special parking available at this location; therefore parents would need to find parking somewhere on Jefferson Drive or other nearby streets.

4. **In a serious emergency when the city and/or Mall is being evacuated, how will parents be contacted as to the location of the children?**

   SEEC administrators will attempt to contact parents by (1) group email (2) phone calls from SEEC to parents (3) a message on SEEC's phones. Parents also have been given phone numbers for contacting SI security offices. If communication is not possible due to the crisis, parents will have to rely on making direct contact with SI security by coming to the museum when it is safe. Security officers in AH and NH security offices and at each entrance to the museums will have information about the location of SEEC children.

5. **Will parents know whether an emergency has been designated as a Priority I, Priority II, or Shelter in Place code?**

   If communication is available through email or phones, parents will be notified. If this is not possible, information may be available through the media notifying everyone of a 'shelter in place' emergency or evacuation. Parents will not get information through the

media about the type of evacuation (Priority Level). If all lines of communication are down, it is likely that it is a Priority I. In any case, parents should attempt to come to the center to pick up their child as long as the parents' safety is not compromised.

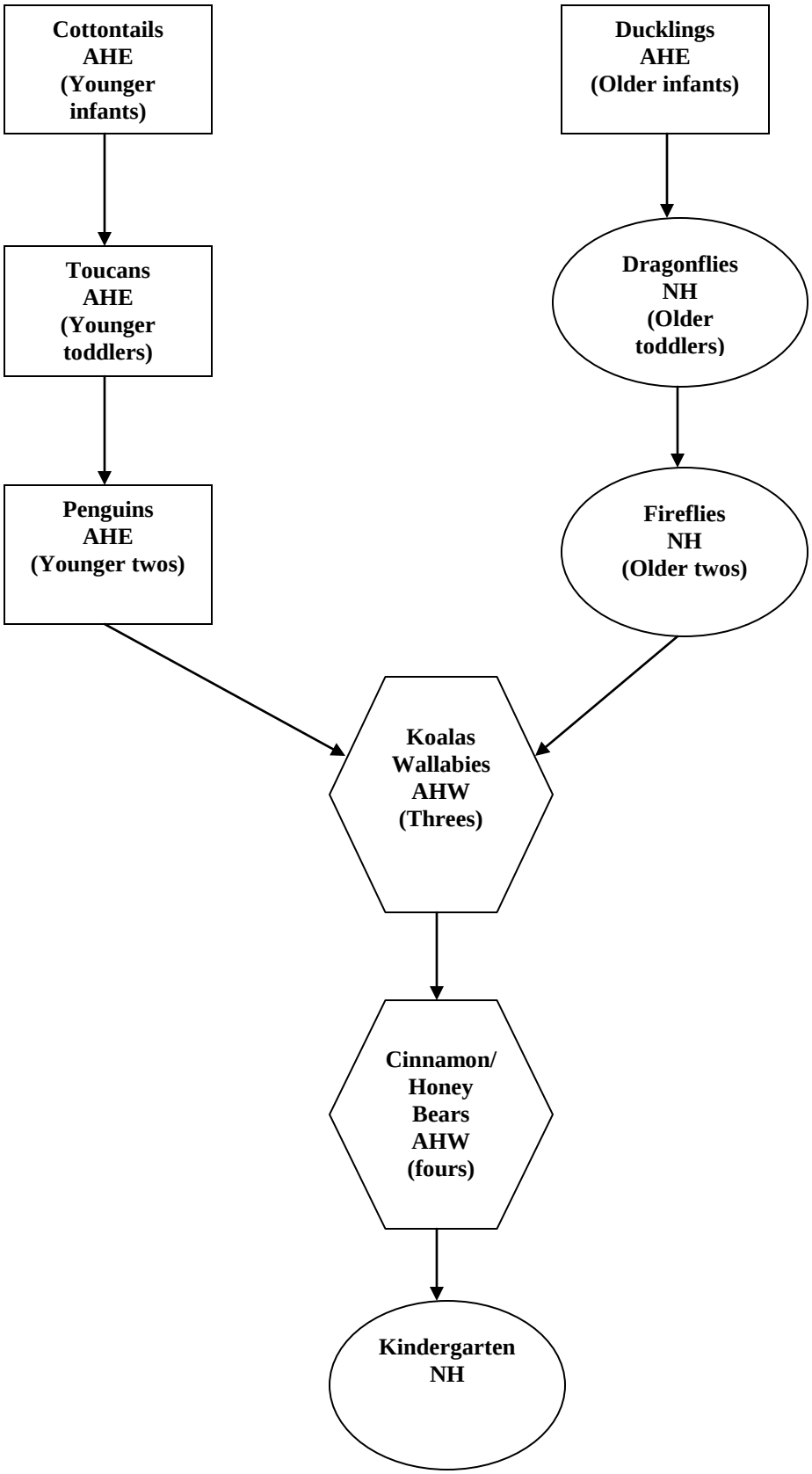
6. **What happens if no one from a family's Emergency Evacuation Form is able to get to the center to pick up a child?**

   Obviously, any children that remain will be the responsibility of SEEC administrators. Every attempt will be made to contact the parents and other authorized persons. If this fails and SI makes a decision that evacuation is required, the remaining children will leave the museum with one of SEEC's administrators. Attempts to continue to contact parents and leave messages will continue until the connection is ultimately made.

7. **If children are evacuated on SI shuttle buses due to an imminent threat that requires immediate evacuation, where will they be taken?**

   While this scenario is highly unlikely, it has been reviewed as another alternative for evacuation under dire circumstances. Based upon the location of the crisis, security will make a decision about the most appropriate Smithsonian destination for the children. Potential sites include (1) Udvar-Hazy Center at Dulles, (2) MSC in Suitland, Maryland, (3) the National Zoo. Again, SEEC will attempt to communicate directly with parents but will rely upon security to maintain information about SEEC status and location for parent access.

8. **Why is there not a plan in place that is specific about the steps that will be taken in a crisis?**

   The nature of a crisis (natural or terrorist threat) is that it doesn't follow any particular pattern or format. There are hundreds of possible situations that can occur and decisions must be based on informed analysis of the individual emergency. Experts will assess the crisis and determine the best course of action given the nature of the specific emergency.

APPENDIX E: SEEC CLASS PROGRESSION