



# **Supplement to Bright Horizons Family Guide**

**Revised  
October  
2016**



# Introduction

Dear Family,

Welcome to The Harbor at Station Place! We know that choosing a quality childcare program is one of the most important decisions you will make as a parent. We take your decision to place your child in our care seriously. We are committed to the important responsibility of caring for your child each day. Our fundamental mission is to provide a safe, caring and nurturing environment where your child can learn and grow.

Excellent childcare mirrors many aspects of a loving home environment, where caring adults nurture children as they grow and learn. Our role is to supplement - but not supplant - your primary role in providing care for your children. By establishing and maintaining open and ongoing communications, we will strengthen the ties that connect your home with our center and enhance the development of your child. We strive daily to provide a program of the highest quality, designed to give children the foundation they need to build self-esteem, to foster a love of learning and ultimately to develop school competencies.

As a parent, you are an integral part of our program. We seek to form a close partnership with you to enhance the healthy development of your child. You are welcome in our center at any time of the day - to join your child for lunch, to observe your child in his/her homebase, or to speak with the faculty and other parents. Our goal is to make our center an active neighborhood of friendship, support, and activity.

The Family Guide and this supplement will answer many of your questions about our philosophy, policies, and procedures. We have tried to include as much practical information as possible. Should you require any additional information, please feel free to stop by the office or call at any time during the day.

We value the need for close communication between you and our faculty. We look forward to getting to know you and offering you and your child a safe, caring, and discovery-filled environment for years to come. We welcome your ideas!

Sincerely,

The Management Team  
The Harbor at Station Place

# Overview of Center



## The Harbor at Station Place

The Harbor at Station Place (the Harbor) is a vibrant, high-quality child development center supporting employees of the U.S. Securities and Exchange Commission (SEC) and their families in balancing their personal and professional lives. The Harbor is committed to:

- Giving children the opportunity to develop their minds and bodies through an enriching curriculum and a motivated and well-trained staff;
- Creating a safe, nurturing and cultivating environment in which children can feel secure; and
- Achieving and maintaining National Association for the Education of Young Children (NAEYC) accreditation.

The SEC is responsible for furnishing and maintaining the center. A not-for-profit, volunteer Board of Directors (SEC Child Development Center, Inc.) oversees and supports the center. The Board of Directors has contracted with Bright Horizons Family Solutions to provide the daily operations and management of the Harbor. Bright Horizons implements all operating policies and curriculum. Bright Horizons also hires and trains staff, collects tuition fees, and coordinates enrollment.

## **Administration**

Below are the names and contact details of the Harbor's current management team as well as a description of their roles.

### Director

Jacqueline Radcliffe: (202) 408-9271  
theharbor@brighthorizons.com

The Director provides overall leadership for the center, strives to develop a program that exceeds organizational standards NAEYC guidelines, and corporate expectations, develops partnerships with families, and creates a supportive center environment. The Director also maintains an open liaison with the Board of Directors to ensure that the center reflects and responds to the needs of the SEC's culture and community.

### Assistant Director

Tulli Norris: (202) 408-9271  
theharbor@brighthorizons.com

The Assistant Director's primary responsibility is to assist the Director with conducting the daily responsibilities of center operations. This includes managing the business, computer and communications functions of the center/school, and enrollment. The Assistant Director is responsible for the organization and operation of the location's business and overall function of all office systems while representing the company and the location positively to the community. Implement Bright Horizons' mission, organizational goals, values (HEART Principles,) philosophies and inclusive environment. The Assistant Director may supervise and support staff. The Assistant Director will serve in the absence of the Director.

### Regional Manager

Jeanine Porter (301) 828-7377  
Jeanine.porter@brighthorizons.com.

The Regional Manager supports the center in a variety of ways. He/She ensures that the center is building quality programs that exceed NAEYC standards. He/She assists the center management team in creating a supportive work environment for all employees and develops constructive working relationships with parents. The Regional Manager works closely with the Board of Directors to ensure the center appropriately reflects the SEC's culture and community. The Regional Manager works within his/her region, helping centers achieve individual goals.

# Registration and Enrollment

## Registration Procedures

The Harbor maintains a wait list for any age group where all of the placement spaces in the center are currently full. To get on the wait list, a family must complete a registration form and submit a non-refundable registration fee of \$100.00 for the first child and \$50.00 for siblings. Families are placed on the program wait list that corresponds with their child's current age. Registrations for unborn children are accepted when a due date is known. If you are adopting a child, you may register based on the anticipated date that care will be needed. It is recommended that adoptive families add their names to the wait list after receiving a letter of confirmation from the embassy or agency. The Harbor offers programs for infants through preschool children. Children are placed based on their corresponding ages as follows:

<b>Infant:</b>	6 weeks to 15 months	Teacher:Child Ratio 1:4
<b>Toddler:</b>	1 to 2 years	Teacher:Child Ratio 1:4
<b>Two:</b>	20 months to 3 years	Teacher:Child Ratio 1:4
<b>Preschool:</b>	2.5 to 4 years	Teacher:Child Ratio 1:8
<b>Pre-K:</b>	4 to 5 years	Teacher:Child Ratio 1:8

Note: Children close to the cutoff date for a particular age group may be placed in the next oldest program, at the director's discretion, in order to minimize the total number of classroom transitions the child will experience or to effect appropriate chronological groupings of children. Children are removed from the list after the child turns five years of age.

The completion of a registration application or placement on the center's wait list does not guarantee that there will be space in the center at the desired time of enrollment. Space for new placements becomes available when a vacancy occurs in the child's appropriate age group due to transition or withdrawal. As space becomes available, offers are made to families, as ordered on the waiting list based upon the actual date of registration, whose stated need for care date is within 90 days of the placement opening. Placement offers are always made in order of priority, date of need, registration date, and the age of the child.

Priority for placement goes to families in the order in which they registered with the center (the date the registration form was stamped as received by the center) as well as by priority status (see below). When a child on the wait list for one program "ages up" to the wait list for the next program, they are placed in order on the new list according to the original registration date.

After registration, if the expected due date or date when care is needed change, parents are encouraged to discuss these changes with the center director, who can advise on the appropriate course for updating the family's registration



## Placement Priority

The Harbor is a full service child care center established to meet the child care needs of SEC employees. Non-SEC employees may register for placement in the center. Registrations for care will be organized on the center waiting list according to the following priority placement order:

1. Siblings of currently enrolled dependents of SEC employees;
2. Dependents of SEC employees;
3. Siblings of currently enrolled dependents of other Federal employees;
4. Dependents of other Federal employees;
5. Siblings of other currently enrolled children;
6. Dependents of BH staff employed at the Center;
7. Dependents of SEC on-site contractors
8. Other priorities as agreed to by BH and Client; and
9. Children from the community

Note: "Children" refers to children and legal wards.

When a placement becomes available in one of our programs an offer will be made based on the above priority. Families will have 48 hours to decide whether or not to accept placement and respond. If you are made an offer and you accept it, you must begin to pay for the space on the day it is available, without exception.

It is the family's responsibility to make sure that all contact information is kept current. Failure to update home and work numbers may result in missed opportunities for placement. These changes can be made in writing and sent to The Harbor at Station Place, 100 F Street, NE, Washington, D.C. 20549. Alternatively, you can call the center at 202-408-9271 or e-mail the information to [theharbor@brighthorizons.com](mailto:theharbor@brighthorizons.com).

## Accepting or Declining Enrollment Offers

Offers will be made via phone. If we are unable to reach you via phone after two attempts (voicemails will be left when the option is available), we will move to the next family. The center will move down the list until a family accepts the placement. Families who have stated a need for care to begin up to 90 days after the current space becomes available will be contacted. As such, you may be offered an enrollment spot that is up to 90 days before your stated need for care.

If a family is offered and accepts enrollment they must begin to pay for the space beginning the day that it is available, no exceptions. A non-refundable deposit of one month's tuition is required at the time of acceptance. This will be applied to the first month's tuition.

If a family defers a placement offer, they may remain on the waiting list with their current registration date. You can defer an offer up to three times before you are removed from the list. When a family fails to respond to an offer, the center will offer the placement to the next family on the wait list. Failure to respond to two offers for placement will result in removal from the waiting list.

## Part-Time Care

The Harbor offers limited space sharing enrollment options, otherwise known as part-time care. Any family may request a part-time placement schedule. In order to receive and continue part-time placement, the center must be able to accommodate the schedule by matching one part-time child with another part-time child who together share the equivalent of a single full-time space (5 days per week total). Part-time placement options are limited to part week, not part day, as noted below:

2 days per week: A two-day per week placement is possible when we can match the two day schedule with another family whose child needs care on the corresponding three available days.

3 days per week: A three-day per week placement is possible when we can match the three day schedule with another family whose child needs care on the corresponding two available days.

The more flexible a family can be about the specific days of care they desire each week, the easier it will be to identify a matching partner. When two children share a single placement, the children transition together into the next age group program so that their schedules can be preserved. Until a placement partner can be identified to share a five day space, a family may elect to purchase the full-time space or delay placement until a partner can be identified. Similarly, when a partner is lost, the center will work closely with the family to locate a new family to share the space. In the event that a partner is unable to be identified within 30 days, the family may have to fund the full cost of the full-time space until a partner can be identified.

## Enrollment Documentation

Upon acceptance of an enrollment offer, you will complete forms regarding your child's health and development. These forms include family information, a medical authorization and consent form, record of receiving care away from home, illness policy, medication forms, permission for walks and photos, authorization/consent and release, and a developmental history. For your reference, copies of these forms are attached as Appendix A. An updated physical and immunization record, including a lead screening and tuberculosis test, is required for your child prior to enrollment. You are also expected to read and sign an enrollment agreement that outlines the center's policies as well as our Family Guide (including this Supplement). This will ensure that you are familiar with all of our operating procedures.

## Pre-Enrollment

We require that enrolling families complete an administrative and a classroom intake interview. These two sessions will help ensure that our program is the type of program that you want for your child. It also gives our staff an opportunity to gather pertinent information necessary to provide a developmentally appropriate program for

your child. Once these sessions are complete, you and your child's teacher will develop a gradual enrollment plan to help your child adjust to the center.

### **The Administrative Intake Meeting**

The administrative intake meeting is designed to be an opportunity for the family to review center policies and procedures as well as required enrollment forms and agreements with a member of the center management team. At this meeting you can discuss any questions you have about how the center operates as well as sensitive family information about which we should be aware in order to have the most effective partnership possible. We are here to be of support to families and to children. The intake interview is the formal beginning of our relationship.

### **The Classroom Intake Meeting**

No one knows more about the children we care for than their parents. In order for our teachers to provide the best care, we make every effort to obtain important information about caring for your child. The classroom intake meeting is the best way to gather this information. We will arrange time for you to spend with your child's Team Lead or Education Coordinator. It is important that you schedule the intake meeting in advance to support the visit.

Before the meeting, we will ask you to complete a developmental history form. This form will be discussed during the meeting and will be used as a starting point to understand your child's needs. All information will be confidential and only used by the teaching team for planning purposes. The meeting itself will be held in a quiet area of the center so that you can talk easily with the program leadership. This will allow you the opportunity to ask questions and for a member of the program leadership to explain classroom procedures.

This is an excellent opportunity to inform the teacher of your expectations. We are committed to providing your child with the kind of care you desire. Your input is an important part of the process.

### **Disenrollment**

We ask that you submit written notice of your intent to withdraw your child from the center at least 30 days prior to your child's last day at the center. Please be aware that you will be responsible for four weeks' tuition from the time of your written notice regardless of whether or not you utilize your space at the center during that time.

The Harbor reserves the right to request the removal of a child immediately if that child's behavior is such that it cannot be effectively managed within the limitations of group care.



# Tuition and Fees

## Waitlist and Annual Registration Fee

A non-refundable \$100 waitlist fee per child, and \$50 waitlist fee per sibling, is due when a family registers a child or children on the waiting list. A non-refundable annual registration fee of \$100 per child and \$50 per sibling is charged annually each January to all families with a child or children attending the center. Registration and waitlist fees are used by the Board to fund center scholarships, teacher appreciation, enrichment and other general activities.

## Tuition Rates

The Harbor tuition fees are designed to cover the annual costs of operating the center. Base tuitions are reflective of the ratios in each classroom. A copy of the tuition sheet is available upon request.

## Payment Policies

Tuition is always payable in advance of care and due on **the 25<sup>th</sup> of each month**. Payments may be submitted through our Family Information Center. Where you can have re-occurring payments or you can manually submit. The family Information Center is a secure web destination where parents can log in and view/update their child's information, view their balance and print statements. Instructions for registering for the family information center are located on the enrollment link of our Bright Horizons at The Harbor website. Please note that we do not accept cash or credit card payments. Personal checks are an acceptable method of payment.

### What is the Family Information Center?

The Family Information Center is a convenient, effective and secure way of connecting families to your center online. This resource will supplement the in-person interactions families have with center staff, and give parents more control over some key account features that our center teams know parents want. For example, enrolled families will be able to create online accounts where they can view and manage contact information, center messages, and their account balances and online payment functionality.

Should a payment be returned due to insufficient funds, the center will require immediate payment in the form of certified funds and a \$30.00 fee will be assessed. Thereafter, certified funds will always be required. Payments can be mailed to the Harbor or placed in the tuition collection box at the front desk. Tuition is due by the 25<sup>th</sup> of each month to avoid late fees. Children for whom tuition has not been paid will lose their right to placement in the center beginning on the fifth business day that payment has not been received.

If a family desires, a bi-monthly payment schedule agreement please contact the Director so that a tuition variance plan can be completed that will allow for two equal monthly payments of tuition. In such cases, the first payment will be due on or before the first of every month, and the final payment will be due on or before the 15<sup>th</sup> day of every month, regardless of attendance.

Tuition is quoted and charged using monthly rates. Monthly rates are based upon a 52 week year with 4.33 weeks per month. Tuition will be pro-rated when a child enters or leaves giving notice during any month. Similarly, upon transition to another classroom, fees charged to the family's account will also be pro-rated.

## Late Pick-up Fees

Like you, our teachers have family and personal responsibilities. Please be considerate of the center's faculty by adhering to the center's closing time of 6:30 pm. If you are going to be late, due to unforeseen difficulties, please notify the center as soon as you realize you cannot make it by closing time. Late fees begin at closing and will be \$1 per minute for every minute past 6:30 pm, per child. Late pick-up fees are payable within 24 hours.

# General Policies and Procedures

## Hours of Operation



The Harbor is open from 7:00 am to 6:30 pm, Monday through Friday. No children will be admitted into the center before 7:00 am, and all families must pick up their child and have exited the center by 6:30 pm. Families are asked to set a regular, consistent schedule for their child. We recommend that a child's schedule not exceed 10 hours per day. The center is open year-round and follows the same holiday schedule as the Federal Government. Parents are asked to follow the schedule they set for their child, as initially indicated in the child schedule form found at Appendix A. Whenever possible, permanent schedule changes should be made at least one month in advance, in writing, addressed to center management. This is to afford the center a reasonable amount of time to adjust staff schedules so as to accommodate this change. If you have an emergency and need to alter your schedule, do not hesitate to contact center management.

## Drop-off and Pick-up

### Parking

There are several dedicated, short-term parking spaces on the P1 level of the Station Place II parking garage. These spaces are for short-term drop-off and pick-up only. Please do not use these spaces if you are parking for more than 20-30 minutes. The center will provide parking passes to parents using the short-term parking spaces so that they can exit the garage without paying a parking fee.

Parents are encouraged to enter Station Place through the main lobby. Children should be supervised at all times when entering and exiting the building and using the building's elevators. To prevent the risk of injury, we strongly encourage parents to wait for the security guards to manually open the security gates before walking through.

## Access

Only parents and guardians will be permitted to pick up children from the center. You may give us a list of additional authorized persons who may pick up your child with (i) advance notice from you, and (ii) the production of a valid photo ID. To authorize additional persons to pick-up your child, please complete the release form included on the enrollment link on [brighthorizons.com](http://brighthorizons.com) and return to the center administration.

Please note that we cannot legally deny access to a parent or guardian unless there is an active restraining order on file or a specific schedule of court-ordered visitation rights that prohibits such visitation. If the situation is unclear, we request that the family go back to the court to resolve their differences. The Harbor will act in a way that ensures the safety of all children and faculty.

Visitors escorted by a parent are welcome at the center. For security purposes, we ask that all visitors sign the visitor's log located at the front desk and inform an administrator before entering the Harbor. Please note that outside visitors will need to check-in at the SEC front lobby and obtain a visitor's pass to access the building.

## Check-In/Check-Out Station

A computer terminal is located in the front lobby of the center. All parents/guardians should check-in and check-out their child(ren) using this terminal.

## Strollers and Car Seats

The Harbor provides several closets to store strollers and car seats during the day.

Families or other authorized persons are responsible for transporting their child to and from the center in an appropriate child restraint system. If someone other than yourself will be picking your child up from the center, please make sure you leave your child's car seat in the storage closet or that the individual has an appropriate car seat for your child.

Strollers should be folded and parked in one of the center's storage closets when not in use. We are not responsible for theft or damage to strollers, car seats or to other personal items stored in the closets.

## Security

Our center is protected by a security badge access system. SEC employees will have access to the Harbor added to their current badge upon enrollment in the center. Spouses, partners and community parents will be able to obtain a security badge after completing the required building access background check. The badge will be required to access the building parking garage, elevators and security gates, as well as the Harbor itself.

Background checks are required of all non-SEC employee parents/guardians. Appendix A sets forth the procedures parents/guardians should follow to obtain security clearance. Parents/guardians are required to initiate the background check process within five (5) business days of enrollment at the center. If you experience problems initiating the background check or with the operation of your security badge (once issued), please inform the director immediately so that he/she can address the issue with the appropriate SEC personnel.

**When entering and exiting the center, please do not prop open the doors or provide access to anyone (including other SEC employees) whom you do not recognize as a Harbor parent. Your cooperation in this regard is essential to ensuring the safety and security of the children.**

## **Inclement Weather**

In the event of inclement weather, The Harbor will follow the same closing procedures as the Federal Government. For example, if the Federal Government opens on a two-hour delayed basis, the center will open at 9:00 am. Similarly, if the Federal Government closes two hours early, the center will close at 4:30 pm. Notices of government closures are provided at [www.opm.gov](http://www.opm.gov). If, in the judgment of the director, the safety of the children and staff require the center to close early (e.g., to avoid the onset of inclement weather), parents/guardians will be notified by telephone and asked to arrange early pick-up for their child.

## **Outdoor Time**

The District of Columbia, Department of Health requires us to provide outdoor time for children twice a day, weather permitting. Parents are asked to prepare for daily weather conditions and ensure appropriate outdoor wear and sunscreen is sent to the center with their child(ren). For safety reasons, open-toed sandals and Crocs are not permitted at the center.

Outdoor time may include walks around the neighborhood in strollers for infants and toddlers and play time in the center playground for older children.

Adjustments to the outdoor schedule are made when the weather is not appropriate for outdoor time per the National Weather Association. For example, when the weather reports state that there is a Code Orange heat alert, outside time will be lessened. When there is a Code Red heat alert, the children will remain inside and utilize the center's multi-purpose room for active play.

It is our policy that if a child is too sick to go outside, the child is too sick to be in the center.

## **Extracurricular Activities**

The Harbor offers a variety of extracurricular activities (e.g., music, gymnastics, soccer, yoga) to supplement the standard Bright Horizons curriculum. The director can provide you with more information about the extracurricular activities currently available at the center and the appropriate age ranges. Participation in such activities is entirely voluntary, and the associated fees are in addition to the center tuition and fees. Parents are directly responsible to the vendor for payment of these fees. Children who are not participating in the extracurricular activities will be provided with alternative activities in the classroom.

## **Medical Records**

To protect the health of all children and satisfy District of Columbia child care regulations, current medical information is required of each child attending the center. Appendix B contains detailed information on the specific information required. **As explained in Appendix B , this information should be updated annually and when new immunizations are given. Updated information should be provided promptly to the center administration.**

## Breast Feeding

Nursing mothers are welcome to use the nursing room adjacent to the infant classrooms. The nursing room has a refrigerator for storing expressed milk during the day (expressed milk should not be left in the center overnight). In addition, you may supply us with expressed milk to feed your baby. All breast milk bottles should be marked with a red band (supplied by the center) as well as labeled with the child's name, the date, and color-coded tape. There are separate refrigerators in the infant rooms where breast milk bottles should be stored. All breast milk must be consumed or removed from the center at the end of each day.

## Smoking

Smoking is prohibited in the center, the Station Place building and in the designated drop-off and pick-up area of the parking garage. Please do not extinguish smoking products in parking areas, as small children will be walking through those areas.

## Code of Conduct

All adults, while at the center or attending center-related functions, will behave in a manner consistent with the center's philosophy. The following conduct is inconsistent with our philosophy.

- Inappropriate discipline of children that does not comply with the State and Bright Horizons' guidelines for positive discipline (see the Family Guide).
- Threatening conduct, including verbal abuse toward or humiliation of a child or faculty member.
- Actions or behaviors that are disruptive to the operation of the center or staff.
- Use, possession, distribution of or being under the influence of illegal substances or alcohol while on center premises.
- Use of profane or abusive language.
- Possession of any type of weapon and/or explosive on or near the premises.
- Physical violence.
- Violation of the Bright Horizons' confidentiality policies (see the Family Guide).

Center management will attempt to address any behavior that is not in compliance with the guidelines above with the family involved. Any parent/guardian who does not continually uphold

these guidelines will be asked to withdraw their child(ren) from the center. Dismissal of a family from the center's program is at the discretion of Bright Horizons, in consultation with the Board of Directors.



## Communications

We believe that appropriate, two-way communication is paramount to our success in delivering high quality services and exceptional care to the children and families we serve. Open communication promotes a focused, professional environment that benefits all participants.

### Expectations for Parents/Guardians:

- Initiate individual conversations, discussions or meetings, in an appropriate manner, with classroom teachers or administrative staff.
- Request a conference whenever a longer or more in-depth conversation with a faculty member is necessary. We will happily accommodate your request at a convenient time.
- Use respectful e-mail and voicemail messages as a means of communicating with the center regarding questions, issues, concerns and/or ideas.
- Read written communications to stay informed about specific events in the classroom, at the center, and about the wait list.
- Attend scheduled classroom meetings and center-wide events that provide opportunities to learn more about center programs, ask questions and share ideas.
- As questions or concerns arise, use the following protocol to ensure these are addressed in a timely manner:

#### **CLASSROOM SPECIFIC**

Discuss with lead teacher or primary caregiver

#### **IF NOT RESOLVED:**

Discuss with director or education coordinator

#### **IF NOT RESOLVED:**

Discuss with regional manager

#### **IF STILL NOT RESOLVED:**

Discuss with Board Liaison by emailing  
at Harbor-Place-Board@sec.gov

#### **CENTER SPECIFIC**

Discuss with director or assistant director

#### **IF NOT RESOLVED:**

Discuss with regional manager

#### **IF STILL NOT RESOLVED:**

Discuss with Board Liaison by emailing  
Harbor-Place-Board@sec.gov



### Expectations for Administration/Faculty:

- Initiate individual conversations with parents/guardians that promote open dialogue and an opportunity for parents/guardians to ask questions, raise issues or concerns, and receive constructive feedback.
- Respond to all e-mail and voicemail messages within 24 hours.
- Provide regular written communications about specific events in the classroom, at the center, and about the wait list.
- Schedule periodic classroom meetings and center-wide events that provide opportunities to learn more about center programs, ask questions and share ideas.
- Discuss confidential matters in non-public areas and only with appropriate parties.

### Board Liaison

The Board of Directors encourages parents/guardians to work with the appropriate Bright Horizons staff to resolve their questions or concerns. If a parent/guardian feels that Bright Horizons is not able to address their question or concern, they can bring the issue to the Board's attention by sending an email to [Harbor-Place-Board@sec.gov](mailto:Harbor-Place-Board@sec.gov).

## Emergency Procedures

In the event of an emergency, information about the center's status will always be immediately available on the Bright Horizons Emergency Response Hotline. **Parents are encouraged to call the READY TO RESPOND EMERGENCY HOTLINE at 800-420-1970 for immediate information about the center's status.** For your convenience, a contact card with the hotline number is included with your Family Guide. We suggest you keep this card somewhere readily available in the event of an emergency.

### Evacuations

In the event of a building evacuation, faculty and emergency personnel will escort the children to an alternate location, as follows:

<b>Evacuation Assembly Area</b>	Parking Lot of Logan School 2 <sup>nd</sup> Street NE, between F and G Streets Washington, DC 20002
<b>Sheltered Evacuation Area (nearby)</b>  If conditions do not permit children to remain in the evacuation assembly area, they will be escorted to a nearby sheltered evacuation area.	Capitol Hill Montessori School at Logan 215 G St NE, Washington, DC 20002 (202) 698-4467
<b>Sheltered Evacuation Area (at a distance)</b>  If conditions do not permit children to remain at a nearby sheltered evacuation area, they will be escorted to a sheltered evacuation area away from the center.	FERC Child Development Center Federal Energy Regulatory Commission 888 First Street, NE Washington, DC 20426 202-502-8610

In determining whether to locate to an alternative evacuation area, center staff will be guided by instructions from the SEC security command center and other relevant emergency personnel.

**In the event of an evacuation, we encourage parents not to stop at the center and collect their children. This could delay the evacuation process and make it difficult for center staff to keep track of children within their care. Instead, parents may meet their children at the designated assembly/evacuation area. Please do not leave the assembly/evacuation area with your child(ren) without informing a staff member. This will help us to account for all children.**

Teachers will be equipped with basic supplies (diapers, wipes, water, etc.) to care for the children during a short-term evacuation. If the center cannot or does not reopen within a reasonable timeframe, parents will be notified by telephone and asked to arrange immediate pick-up for their child. If a parent cannot be reached, all emergency contacts will be tried until notification is confirmed.

## Shelter in Place/Emergency Packets

In certain circumstances, the children may be required to “shelter in place” at the center or in the SEC building for up to 24 hours. In the event of an emergency necessitating that the children leave the center, but not the SEC building, the children will shelter in the designated shelter in-place locations inside the childcare center on the ground floor of Station Place 1. Basic supplies have been stored in these rooms for these purposes.

### Sheltering In Areas

In the event of a natural emergency, i.e. severe storm, or hazardous airborne chemicals incident outside the center/school, the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary (see page 15 for further information).

All centers/schools should have a plan in place for the following:

#### Evacuation assembly area within walking distance:

Primary Location:

**Infants – Galley Kitchen**



**Toddlers – Women’s bathroom**  
**Twos – Women’s Bathroom**  
**Preschool/K-Prep – Men’s Bathroom**

Secondary Location:

**Infants – Front lobby**  
**Toddlers – Staff kitchen**  
**Twos – Staff lounge**  
**Preschool/K-Prep – Living Room**

Address: **100 F Street NE, Washington DC 20549**

Telephone: **202-408-9271**

Contact: **Jacqueline Radcliffe**

Center staff will be guided by instructions from the SEC security command center as to the appropriate shelter location.

In preparation for such a situation, all families will be asked to assemble and maintain an emergency packet with age appropriate items such as food, diapers, extra clothing, etc. Appendix E contains detailed instructions for the preparation of these packets. The packets should be provided to your child’s teachers. Please assist the teachers in updating the packets, as instructed from time to time.

# Appendix A

## Security Clearance Procedures

Both the SEC building and the child care center are controlled access areas. All persons requiring access to the SEC building and the child care center must complete a background check and fingerprinting process to obtain a photo ID badge. The entire process can take up to one month to complete, but can be completed sooner if you follow the steps below promptly.

We know this process is time consuming, but we appreciate your attention to taking all steps as promptly as possible. It will make your trip into and out of the SEC building and the child care center much more efficient. Until a photo ID has been issued, you will need an escort to bring you to and from the SEC lobby.

### SEC Employee Access

1. The Assistant Director will inform the badging office by email at [Securitymailboxoas@sec.gov](mailto:Securitymailboxoas@sec.gov) when new parents need access to the childcare center or need their badges renewed.

### Non-SEC Employee Access

1. Complete Declaration for Federal Employment form 306, Authorization for release of credit information, and request for Persec Determination form to begin the badging process. Scan and email all forms to [personnelsecurity@sec.gov](mailto:personnelsecurity@sec.gov)
2. When notified by personnel security, complete the Equip electronic background check form. ***It is expected that you will complete this process within five (5) business days of being notified that the form is available to you.***
3. When notified, schedule an appointment to have your fingerprints taken at the Badge Office in the SEC building. Appointments can be scheduled through email link or by calling the Badge Office at 202-551-2222. ***It is expected that you will schedule and complete the fingerprinting process within ten (10) business days of being notified that you can do so.***
4. When all checks are complete, you will be notified that you can obtain your picture ID at the Badge Office. ***It is expected that you will schedule and complete the photo ID process within ten (10) business days of being notified that you can do so.***

# Appendix B

## DC Medical Information Requirements

1. The District of Columbia Universal Health Certificate is required for all children attending child care in the District of Columbia. This form may be downloaded at [www.dchealth.dc.gov/doh](http://www.dchealth.dc.gov/doh). Only the District of Columbia Universal Health Certificate is acceptable to D.C. licensing authorities. This form must be updated annually in order for a child to remain eligible to use a child care center. Please be sure the doctor completes the form in its entirety.

Please be sure to include the following information:

- a. Date of physical exam (Part 2): D.C. requires proof that all children have received a physical exam within the last 12 months. The form expires one year from the date of physical exam.
  - b. TB Test (Part 3): D.C. requires all children to have a TB test between the ages of 12 and 15 months. If the child is over the age of 15 months, the child must have a TB test before enrollment in the center. A TB test is also required for all children who are at high risk of exposure. Please include the date and results of the child's TB test even if the child is not due for a new one.
  - c. Lead Test (Part 3): D.C. requires a blood test for lead poisoning between the ages of 6 and 14 months and again between 22 and 26 months. If the child was not tested before 26 months, proof that the child was or will be tested two times before the age of 6 must be provided. The tests should be at least 12 months apart. The date and results of the tests are required.
  - d. The health care provider must sign and date Part 4 (Required Provider Certification and Signature) and the parent must sign and date Part 5 (Required Parental/Guardian Signatures).
  - e. Immunization record (page 2): the vaccine types and dosage numbers required can be found on page 2 of the District of Columbia Universal Health Certificate Instructions.
2. In addition, all children attending child care in the District of Columbia must maintain current proof of immunizations. The specific immunization and dosage number depends on the child's age and how long ago they were vaccinated, as set forth on page 2 of the District of Columbia Universal Health Certificate Instructions. Please keep the following in mind:
    - a. As certain immunizations are required more than once a year, we recommend that you obtain from your healthcare provider written proof each time a vaccine is administered. This documentation should be signed and stamped, and ideally on the health care provider's letterhead. If the documentation is handwritten, please provide specific information, such as the date, the lot number and the location on the body where the vaccine was administered.
    - b. If the child cannot receive the specific required immunization (due to illness or scheduling conflicts, for example), please obtain a written note from the health care provider detailing the reason for the delay and when such specific required immunization will be administered.
  3. All children over the age of three must have a District of Columbia Oral Health (Dental Provider) Assessment Form completed annually. This form may also be downloaded at [www.dchealth.dc.gov/doh](http://www.dchealth.dc.gov/doh).

All requirements are regardless of the child's state of residence.

