



Building Handbook

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The safety of our youngest students is our priority.

Haring Center
1981 NE Columbia Road
Seattle, WA 98195
206-543-4011
Main office open 8am – 4pm
www.haringcenter.org

BUILDING POLICIES

BUILDING POLICIES: Entry

The interior front door of the Haring Center will remain locked at all times.

Permanent staff will have keys for entry at multiple doors. All others wishing to enter will enter the double wooden doors (north central - facing the hospital). Office staff will make visual contact with the visitor in the vestibule through the window and unlock the interior doors remotely.

Sign-in sheets at the front office counter log entry for all non-permanent personnel. This includes all visitors (regardless of department), volunteers and parents (spending more time than pick-up and drop-off). Caregivers sign out their students anytime they are pulling them from class before regular dismissal time. The office staff retains electronic copies of these sign-in/out sheets.

It is expected that staff and visitors who are not feeling well or have 2 or more symptoms will stay home.

BUILDING POLICIES: Identification

All Haring Center staff are expected to wear their badge at all times. Monitoring access to our building is one way to ensure that only authorized personnel gain access to our shared spaces.

All temporary staff (i.e. volunteers, practicum students, interns, etc.) are required to sign in for each shift and will receive a Haring Center badge to wear for the duration of their visit. This badge will be returned to the front desk when they sign out *each day*.

All visitors, caregivers and family members must sign in and wear a badge when in the building for anything other than pick-up or drop-off. Late arrivals go straight to the classroom.

Any non-Haring Center UW employee (maintenance, etc) visiting the building to conduct work is expected to display their badge.

Note: If you see someone in the hall who is not wearing a badge, please direct them to the front desk to check in.

BUILDING POLICIES: Animals/Pets

Only service animals are allowed in The Haring Center. It is the policy of the University of Washington to afford individuals with disabilities who require the assistance of a service animal equal opportunity to access University property, courses, programs, and activities. No other pets are allowed inside the building.

BUILDING POLICIES: Weapons

The possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the university campus, except for authorized university purposes, is prohibited by WAC 478-124-020(2)(e) and 478-120-020(3)(f). Written approval is required prior to accessing university property with the prohibited items listed above. Approval must be obtained from the Chief of Police, or any other person designated by the President of the University.

BUILDING POLICIES: No Nuts

The entire Haring Center is a Nut-Free Facility. There are children attending the EEU School who have a life-threatening allergy to nuts. All staff are expected to follow this policy. If you have any questions, please contact our School Nurse.

BUILDING PROCEDURES

BUILDING PROCEDURES: Parking

There is no parking in the bus lane in front of the Haring Center EEU building or in the fire zone round-about. All cars may be ticketed and/or towed by UW Parking if parked in these areas.

Families enrolled in the EEU will be provided with a QR code to be used in the lowest level S03 parking garage on entering and again at exiting. All Kindergarten and Preschool pick-up and drop-off occur inside the EEU building at the child's classroom. Safety is our primary concern, and this procedure helps us ensure the safety of children at the EEU.

Visitors may be provided with a 1 hour, 2 hour or 3 hour parking code that can be used on a specific date for events and planned meetings. Make sure to note which self-service parking lot (E-19 and E-20) your coupon is approved for and follow the instructions provided to you. UW will bill the appropriate Haring Center program for the cost to park.

** Vehicles parked outside of permitted area will be subjected to citation.*

Please ask the UW Gatehouse for support with disability parking and building access information if needed. Please adhere to all posted restrictions.

BUILDING PROCEDURES: Directions

Public Transportation & Walking Routes to Haring Center

Whether you are a visitor to the campus or a regular commuter, it's easy to get to the University of Washington by bus or train. More than 60 bus routes serve the University District, including many that drive onto the campus itself.

<https://transportation.uw.edu/getting-here/transit>

From the North /South/West via I-5

Take the NE 45th Street Exit (#169) from I-5 Head east on NE 45th Street (turn right coming from north OR left coming from the south) Continue 0.4 miles to 15th Avenue NE and turn right Continue on 15th Avenue, crossing the NE Pacific Street intersection at the bottom of 15th Avenue, turn left onto Columbia Road.

From the East via State Route 520

Take the Montlake Boulevard (Exit from State Route 520) Turn right and continue north on Montlake Blvd., crossing the bridge Make a slight left onto NE Pacific Street Continue on NE Pacific Street to 15th Avenue NE and turn left at the bottom of 15th Avenue, turn left onto Columbia Road.

Parking to visit Haring Center

Family drop-off and pick-up parking codes are good for the lowest level, S03. The closest Self-Serve parking is located in the lot S-01 (top level), E-19, E-20, E-17. If you are walking from the E lots you will cross Montlake and then also at NE Pacific to take one of the walking pathways. If you find a spot in the top level of S-01, you will walk east toward our Haring Center, EEU School building. More information on parking at UW available at:

<https://transportation.uw.edu/park/visitor>



BUILDING PROCEDURES: Emergency Drills

Fire Drills – Monthly fire drills are a requirement at the Haring Center’s EEU. The procedure is explained in the Emergency Procedures Manual. Dates of drills are listed on the EEU School calendar and will be communicated to PD and Research personnel. All Haring Center staff are expected to vacate the building during a fire drill.

Missing Child Drills – We hold missing child drills periodically. The procedure is explained in the Emergency Procedures Manual. Dates of drills are not scheduled but are usually on training days at the start of the school year or on in-service days. All adults on site (whether EEU or not) at the time of either a missing child drill or an actual emergency are expected to take an active role.

BUILDING PROCEDURES: Methods of Communication

Our Google calendars show building/room use, Haring Center and EEU School events, staff trainings, and school breaks. Please refer to the online *EEU Staff Calendar* for deadlines, meetings, training, and other due dates which are staff specific. The online *EEU School Calendar* is shared with all EEU families and holds all our school dates, events, and session information; it is our online version of the printed EEU School Year Calendar.

We use meeting room calendars to manage rooms that are shared Haring Center spaces. If you are seeking a meeting room in a shared space (Conference Rooms 111 or 114, large event spaces 145 or 150). Please reach out to eeu-office@uw.edu to make a reservation.

Emails sent to any of our groups are monitored and approved by the administration.

haring_center@uw.edu	All Haring Center Staff
pdu_haring@uw.edu	All Professional Development Staff
haring-research@uw.edu	All Research Staff
eeu-staff@uw.edu	All EEU staff including hourly and temporary
eeu-office@uw.edu	Administration and office staff
eeutech@uw.edu	Haring Center Tech Support

Daily Notes, a morning email sent every day to all EEU staff, is full of schedules, reminders, and the day’s events. Speak with the front office to receive Daily Notes.

BUILDING PROCEDURES: Inclement Weather and Closures

UW makes the determination on whether campus is closed. UW students/staff will be notified by the UW via email.

The EEU follows the closure of Seattle Public Schools. If SPS is closed, the EEU is closed. EEU families will receive alerts when school is closed due to severe weather.

BUILDING PROCEDURES: Safety

Always call **911** in urgent or dangerous situations.

UW Police at **206-685-8973** for non-emergency, criminal activity, **206-685-8477** for anonymous tips.

Safe Campus **206-685-7233** safecampus@uw.edu <https://www.washington.edu/safecampus/>
Contact to anonymously discuss safety and well-being concerns for yourself or others.

BUILDING PROCEDURES: Observation Booths

- Each classroom has an observation booth with one-way glass and may be used by Haring Center researchers or trainers, or College of Education supervisors to observe graduate students. As well, EEU administration may observe to support teaching teams, and parents are welcome to observe their own child.

- There are a maximum of 3 adults allowed in a booth at a time.
- There will be a booking calendar for the booths, managed by front office staff, for organizations and educators to sign up, based on availability. Scheduled observation times will be posted on each booth door every morning.
- Parents are welcome to take advantage of the booths when there are no previous reservations. It is expected that everyone will respect confidentiality and be mindful of conversations about what they observe.
- Photography and video recording are prohibited without prior authorization. Teachers will unlock booths each morning and should lock the booth door during all meetings held in the classroom and during break times to ensure privacy and to ensure students do not go into them.

BUILDING PROCEDURES: Background Checks

- Background checks are run on all EEU Employees in accordance with UW's Office of the Youth Protection Coordinator
- Administrative Policy Statement 10.13 Requirements for University and Third Party Led Youth Programs protects the well-being of youth (i.e., individuals under age 18) involved in UW programs, activities, events, and research, and safeguards them against harm. It is everyone's responsibility to protect youth from harm. Those who have interactions with youth as part of their UW duties must follow the specific requirements as listed on UW's website; in most cases, these checks are good for 3 years.
- For staff working with younger children, ages birth-3yrs, additional background checks through DSHS will be renewed every three years
- School staff and volunteers will be fingerprinted in the EEU office every two years, and those reports run in several batches over the course of the school year in accordance with Washington's Office of the Superintendent of Public Instruction (OSPI).

BUILDING PROCEDURES: Supporting Our Clients' Rights

Supporting Our Clients' Rights: Confidentiality Agreement:

We are obligated to protect our students' and their families' rights and to keep confidential information within our agency. If any employee is found to have disclosed confidential

information to other parties or has otherwise violated our client’s rights, their employment may be terminated immediately. King County will be contacted to report suspected data breach per requirement from the Department of Children, Youth and Families (DCYF).

Haring Center Staff, or its representatives,

WILL NOT

take pictures of students with personal phones or cameras.
post photos of children on any public internet source, including social networking sites
share private information of the children and families

We refrain from discussing confidential information concerning an EEU staff member, student, or family where we may be overheard. Such public discussion is a violation of one’s civil rights (WAC 388-877-0600)

The Haring Center administration will consider all the details brought in a case of suspected confidentiality breach. Their decision(s) may result in measures up to and including termination of the staff member’s employment.

Supporting Our Clients’ Rights : Conflict of Interest Policy

Staff Members at the Haring Center who work with our children and/or families are allowed to have outside business interests and outside employment, so long as these do not interfere with job performance.

Employees of the Haring Center may provide private services to children and families receiving services at the Haring Center the following conditions:

- Private Services include, but are not limited to: educational, therapeutic or behavioral services.
- Employees must inform the Principal and Supervisors that they will be providing services.
- Employees are responsible for making it explicit to the family that they are NOT representing the EEU or any Haring Center program while performing private services.
- Employees must consult with their supervisor when conflicts or incidents occur that may impact the child or family’s relationship with the Haring Center.
- If employees are providing home visit services to a child and family as part of any Haring Center program, they may NOT provide private services to the same client.
- When families or other professionals associated with outside services have questions about school related issues (i.e., placement, behavioral interventions,

curriculum, goals, objectives, etc.) they should be directed to the IEP team or school administration.

Supporting Our Clients' Rights: Notice of Nondiscrimination and Accessibility

The Haring Center:

- Celebrates all people, children, and adults, and does not discriminate against any person on the basis of sex, gender identity, race, ethnicity, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, health, family configuration, sexual orientation, gender expression, culture, veteran status, stages of child development including toilet learning or public assistance recipient status.
- Provides free aids and services to people with disabilities to communicate effectively with us, such as: (a) qualified sign language interpreters; and (b) written information in other formats (large print, audio, accessible electronic formats, other formats).
- Provides free language services to people whose primary language is not English, such as: (a) qualified interpreters; and (b) information written in other languages.

If you need additional information about the above services, please contact The Haring Center at (206) 543-4011. If you are deaf or hard of hearing, dial 1-800-833-6384 or 7-1-1 for Telecommunications Relay Services.

University Policy prohibits discrimination or harassment against a member of the University community because of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, gender identity or expression, disability, or military status.

It prohibits any member of the University community, including, but not limited to, the faculty, staff, or students, from discriminating against or unlawfully harassing a member of the public on any of the above grounds while engaged in activities directly related to the nature of their university affiliation.

If you believe that *anyone* representing The Haring Center has failed to provide these services or discriminated in any way, you can file a grievance with any of the following entities:

- **The Haring Center**

1981 NE Columbia Road
Seattle, WA 98195
Phone: (206) 543-4011
Fax: (206) 543-8480
Email: Principal Chris Matsumoto ctm@uw.edu

- Or **UW's Civil rights Investigation Office** cr-investigations@uw.edu
- Or the **Washington State Human Rights Commission (WSHRC)**, the state agency responsible for administering the Washington Law Against Discrimination (RCW 49.60). They serve as a neutral, fact-finding agency to investigate and resolve complaints of discriminatory practices. You can contact the WSHRC at 800-233-3247 (toll-free voice), 206-464-6500 (voice) or 206-587-5168 (TTY). For more information, visit their website at: <http://hum.wa.gov>.
- **The U.S. Department of Health and Human Services, Office for Civil Rights** Federal Civil Rights Laws also help to protect you from unfair treatment or discrimination because of your race, color, national origin, disability, age, or sex. You can file a civil rights complaint with [Civil Rights Complaint Portal](#), or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)
Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

BUILDING PROCEDURES: Supporting our Staff's Rights

Supporting our Staff's Rights: Non-Discrimination and Non-Retaliation

The University of Washington, as an institution, established and maintained by the people of the state, is committed to providing equality of opportunity and an environment that fosters respect for all members of the University community. This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. To facilitate that goal, the University retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

Per UWHR, wherever people are gathered there is the potential for interpersonal conflict. The conflict may be caused by personality differences, miscommunication, or behaviors that violate University policy such as discrimination or harassment.

Employees should try to resolve less important issues informally before resorting to a formal grievance. If your supervisor is part of the conflict, consider going up the supervisory chain in your department leadership.

- Internal Complaint Process:
- Contact your direct supervisor or, Principal Chris Matsumoto (ctm@uw.edu)
- If you prefer you may also contact the College of Education HR department directly (Tina Han, HR Manager tinah2@uw.edu or Bernadette Dwyer, HR Director dwyer@uw.edu)
- Please see this information for additional information regarding the [Complaint Resolution Process](https://hr.uw.edu/policies/complaint-resolution/) (<https://hr.uw.edu/policies/complaint-resolution/>) and for additional campus resources, etc.
- [UCRIO](https://www.washington.edu/cr-investigations/) (Civil Rights Investigations Office <https://www.washington.edu/cr-investigations/>)
- WA Employee Assistance Program (WA EAP <https://hr.uw.edu/worklife/employee-assistance-program/>)
- [SafeCampus](https://www.washington.edu/safecampus/) (<https://www.washington.edu/safecampus/>)
- [Academic Human Resources](https://ap.washington.edu/ahr/) (<https://ap.washington.edu/ahr/> for complaints involving only academic personnel).

University policy prohibits retaliation against people who bring a complaint or participate in the complaint process. An employee who engages in retaliatory conduct is subject to appropriate corrective action, including dismissal. For more detailed information about this policy please also see the Administrative Policy Statement 46.3 ([Resolution of Complaints Against University Employees](#)).

All incidents of bias or suspected bias can be reported using the UW's Bias Reporting Tool*, which was created in partnership with the Office of Minority Affairs and Diversity, the Office of Student Life and the president's Race & Equity Initiative.

*Submission of a Bias Incident Report does not constitute a formal complaint and will not automatically initiate an investigation. UW offices responsible for responding to, investigating, and resolving complaints include the University Complaint Investigation and Resolution Office (UCIRO), Human Resources, Community Standards and Student Conduct, University Ombud and Deans' Offices for Academic Schools and Colleges.

Supporting our Staff's Rights: Image Recording and Usage

Observation is a vital part of the training of educators and other early childhood education professionals here at the Haring Center. Cameras are in use in our classrooms. Your image may be recorded in still or video recordings. You will be informed when this is happening. The cameras record the demonstration of practices, processes and effectiveness of faculty and staff in action. This allows the opportunity for repeated observation and education. Data shows that this practice helps those being trained to be successful in transferring those skills to other classrooms. This training is developed and shared with teachers across Washington and beyond so that ALL children can benefit from inclusive programs.

Cameras installed in each classroom allow trainees to watch what is happening in EEU School classrooms as part of their education. These cameras function as an extension of the observation booths.

The cameras and their footage can only be accessed by people registered for training or research through the Haring Center and only when they are joined by a training staff member. The equipment is only on if it is being used by training staff and is not recording or sending video when not in use.

BUILDING PROCEDURES: Requesting Maintenance/Repair Work

If your office, classroom, a restroom, or observation booth, etc. has a light out, a slow draining sink or clogged toilet, leak in the ceiling, or any other damage/maintenance issue, please email our Program & Building Coordinator, Meghan Hanlon, at meghane@uw.edu so they can put in a service request to have UW Maintenance fix the issue.

- Please specify if the problem is urgent. Example: water is actively leaking, and we are collecting it in a bowl as a make-shift solution.
- Please specify the room number and area of the room/building this is affected by and describe the issue in detail.
- Please report if you notice an maintenance or repair issue in any other area.

The UW will schedule with the Building Coordinator to fix the issue, or sometimes will stop in with no notice to fix the issue.

BUILDING PROCEDURES: Office Supplies/Ordering

Each arm of the Haring Center (ARU, EEU, PDU) orders its own office supplies.

General supplies will be inventoried and ordered, as necessary. Staff members can request other supplies through a Google form provided by the office. An internet link to the item, the amount requested and the reason for the request are all needed for the purchasing request to move forward. Office staff will place an order using UW's TREQ system and, after approval from the director, the request goes to Haring Center fiscal team for final approval and the order is placed. Upon receipt the office staff will deliver the items to the staff member who placed the request.

BUILDING PROCEDURES: Surplus Materials

For sustainability practices, the UW does encourage us to reduce, reuse and recycle by way of their Surplus department. If you have a classroom or office item you no longer need, even if it needs repair, we can surplus the item instead of throwing it away in the landfill or the UW Surplus team can determine if it can be recycled.

- The Building & Program Coordinator manages the surplus pick-ups and drop-offs. If you have an item for surplus, please email the Building & Program Coordinator to learn the steps you need to take.
- If the Haring Center is doing a large Surplus pick-up, then the Building & Program Coordinator will reach out to let staff know the pick-up is being planned and to give a deadline, as well as instructions on how to submit for surplus.

BUILDING PROCEDURES: Waste Management

The UW does an excellent job with waste management and sustainability practices. Within the building there are a variety of waste management strategies that are implemented in collaboration with the UW Recycling Team. Generally, our individual and smaller shared offices are equipped with self-service bins that include a green bin for recycling and a small black bin for landfill waste; both of which you will service on your own (into the larger bins in hallways). In other shared spaces where there is larger workspace, or the room is multi-use; there are larger sized bins serviced by UW Building Services team.

There are a few specific things we have collection stations for as well: Plastic Film, Toner Recycling and Battery Recycling. Even more than this, UW will permit us to have special pick-ups for types of Styrofoam, pallets of wood, metal, books, and other specific categories. The UW keeps a broad list online of recyclable items that can be found at: <https://facilities.uw.edu/services>

If you are planning an event and need additional waste options, please contact our Building & Program Coordinator to arrange these bins at least 2 weeks prior to your event.