



## **Parent Handbook**

### **Preschool Philosophy:**

The goal at Ready, Set, Grow! Preschool includes providing a secure, safe, and nurturing environment where children can thrive while learning and having fun. The student to teacher ratio is low, which means more one-on-one time with your child. Social, emotional, physical, and cognitive skills, including kindergarten readiness skills, are promoted. Preschool will give your child an excellent foundation during this important developmental time.

### **Lead Teacher Experience:**

- AA in Early Childhood Education
- Certified Infant/Child CPR and First Aid
- Early Achievers training
- National Association for the Education of Young Children (NAEYC) training
- Early Childhood Certifications and trainings
- 11+ years working in childcare settings

### **Communication:**

We believe that communication is key to a successful teacher/parent relationship. It's important that we share pertinent information like special events, activities, changes in routine, as well as moving, visitors, divorce, separation, and death in the family. All this information can help us with understanding the child's wellbeing, behavior, and feelings.

A parent newsletter will be sent home with your student at the beginning of every month with important reminders and dates.

You will get an invitation to join a free app called Class Dojo at the beginning of the year. It is a great way to communicate with us privately and receive important information about our preschool. Please invite other parents, grandparents, and other important people who are involved with your student to join!

**Typical Activities:**

Circle time: Calendar, seasons, weather, songs, story time, colors, numbers, alphabet, site word, curriculum, pledge of allegiance, themes

Group play (teacher lead): Singing, dancing, games, arts, crafts, musical instruments

Language: Reading, finger plays, pictures, or objects to encourage verbalization, flannel boards, writing, games

Math and science: Counting, manipulatives, sorting, shapes, measuring, coins, science experiments, gardening, games

Free Play: Blocks, Legos, cars, trains, kitchen toys, dolls, and accessories, pop-up tents, art materials, books and reading materials, puzzles, games, dramatic play area, dress up, puppets

Outdoor play (weather permitting): Ride on toys, water/mud/dirt play, play kitchen, trucks, balls, running, playhouses, climbing toys, sand box, basketball, soccer

Special Days: Learning about and preparing for the holidays with stories and crafts, making gifts, birthday, and holiday celebrations.

**Typical Daily Routines:**

- Arrival
- Outside play/Large motor activity
- Greeting board/Free time
- Circle time/Calendar
- Curriculum/Learning activity/Sensory Play
- Snack and clean up
- STEM boxes
- Music/Movement
- Literature/Story Time
- Outdoor play/Large motor activity
- Pick up

\*These times can change. I will follow the children's lead; if they are enjoying an activity, we will continue with it longer to promote their learning experience.

\*We are outside for our sessions as much as possible, weather permitting. Please dress your student appropriately.

**Discipline:**

We believe in redirecting. We state our expectations, ask the child to show us the correct way to do it, and help if needed. We give choices and offer other ideas. A student may be given a “time out” and asked to have alone time in the quiet center to calm down until we can talk about the situation and a teacher may sit with them during this time. If we cannot calm down your student, we will make a phone call starting on the top of the “emergency contacts” form to help navigate the situation. It is important that our families and us share a similar philosophy so that the boundaries are clear for your child at school and at home.

**Gross Misconduct/Termination:**

We will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive and disruptive. We will create a plan together to promote positive behavior. If the behavior persists, we have three strikes and an immediate termination policy. There will be no tuition refund.

There is no toleration for being inappropriate, disruptive, and/or disrespectful to other families or our teachers. This means immediate termination with no tuition refund.

**Injuries:**

Your child will be supervised closely to prevent injuries, but accidents resulting in injury do occur. We have been trained and certified in AED, First Aid, and infant, child, and adult CPR and will follow our training. If the injury is minor (requiring only a band-aid or ice) We will tell you about it when you pick up your child or send a text or Dojo message. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call 911 for assistance before we call you. If we can't reach you, we will call the emergency contacts listed on your “enrollment forms”, please keep this information up to date.

**Immunizations:**

According to the Washington State Department of Health, for a child to attend preschool, a parent/guardian must provide proof of immunization status using either a CIS or a COE form, or both. Information provided on these forms must always be up to date and is used to determine the immunization status of a child as fully immunized, out of compliance, conditional, or exempt. If immunizations or paperwork are out of date, you have 30 days to get back into compliance, or the child will be placed on suspension until forms are up to date.

## **Child's Health:**

In accordance with the Washington State licensing policy, your child cannot be admitted to preschool with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from preschool, they will be isolated, and the authorized person will be notified immediately to pick up your child. There can be no exceptions as illness spreads quickly among children.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following:

A. The illness prevents your child from participating comfortably in the preschool environment, including outdoor play,

B. The illness results in a greater care need than I can provide without compromising the health and safety of the other children in my care, Or

C. The child has any of the following conditions:

- Temperature: Oral temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness-must wait 24 hour for fever to go away without meds
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, sore throat, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
- Uncontrolled diarrhea, vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
- Mouth sores with drooling, may not be at school unless a health official determines the condition is noninfectious.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
- Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
- Tuberculosis, Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- Hand, Foot, Mouth- must be cleared from pediatrician to return to school
- Have been exposed to someone with COVID, with or without symptoms. Must have a negative COVID test to return to school.

**Show and Tell:**

Once a month students bring something special to share from home to share with their classmates. Please make sure they can carry it easily and/or can fit in their backpack. No live animals or bugs please. This will be announced on the newsletter and Class Dojo.

**Potty Training**

Fully potty trained is not mandatory, but the student should be out of diapers and in pull-ups. We encourage the use of the toilet but don't enforce it. If you are working on potty training at home, please let us know so we can try to continue the training while your student is at school. An extra set of clothes that can stay here is expected for everyone, accidents do happen.

**Snacks and Nutrition:**

A two-component snack is offered halfway through class hours. A snack menu will be posted on Class Dojo. Please bring a water bottle with your student's name. All treats for parties will be provided. **WE ARE A NUT & SUNFLOWER FREE SCHOOL!**

**Supplies:**

Please bring a backpack, an extra set of clothes that can be kept here, a water bottle with your student's name on it and pull-ups/wipes if needed. We will provide all the supplies needed for school. If you want to donate items such as craft supplies (crayons, construction paper, glue, stickers, etc.), hand sanitizer, and Kleenex, feel welcome to! We also have a section on the monthly newsletter for things that we need, but there is no obligation.

**Policies and Procedures:**

\*\*The first day of School for PreK-Blossoms and Buds is September 3rd

\*\*The first day of School for Preschool-Sprouts is September 6th

There will be no school following scheduled days:

New Year's Day, Memorial Day, Presidents Day, Independence Day, Martin Luther King Day, Labor Day, Veterans Day, Thanksgiving Break, Winter Break/New Year, Spring Break. If the holiday falls on a Saturday or Sunday, the acknowledged Federal or State holiday prevails.

\*\*For your convenience, I hand out class schedules every month and a yearly no-school calendar at the beginning of the year\*\*

*I reserve the right to cancel school if there is a medical epidemic, extended loss of electricity, heating or air conditioning malfunctions resulting in an unsafe environment, or flooding. Preschool tuition is non-refundable.*

### **Days/Hours of Operation:**

- Monday & Friday 8:00am-12:00pm
- Tuesday, Wednesday, & Thursday 8:00am-3:00pm
- Except for closings as referred to in this handbook and on the no-school calendar
- Office hours by appointment only

### **Class Sessions Overview:**

- Sprouts Preschool Class
  - Monday & Friday mornings
  - 8:15am-11:30am
  - Designed for 2 ½ to 3 ½ year olds
  - Must be 30 months old by September 1<sup>st</sup>
  - Monthly tuition fee: \$215.00
- Blossoms PreK Class
  - Tuesday, Wednesday & Thursday mornings
  - 8:15am-11:30am
  - Designed for 3 to 5 year olds
  - Must be 36 months by September 1<sup>st</sup>
  - Monthly tuition free: \$250.00
- Buds PreK Class
  - Tuesday, Wednesday & Thursday afternoon
  - 11:45am-3:00pm
  - Designed for 3 to 5 years old
  - Must be 36 months by September 1<sup>st</sup>
  - Monthly tuition free: \$250.00

### **Drop Off and Pick Up:**

- Please arrive facing south on N. Minor and pull into the gravel area in front of the preschool. If you arrive before the designated time, please wait in the front until the teachers are present.
- Pick up and drop off is a fragile transition between home life and school time. This needs to be a positive experience for everyone. If you have any questions, concerns, or comments, we would love to schedule a private meeting.
- Please call/text/message if you will be late dropping or picking up your child. It is very important to me and the other children to know our schedule and when we can move along from one activity to another. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel but there will be a **\$2.00 late fee per minute past our agreed pick-up time if late pick up is recurring.**

**Parking:**

There are gravel areas to utilize for pick up and drop off. Please make sure you are not blocking neighbors' driveways, cars, parking on the street, leaving trash, and make as much room as you can for other families to park. We have wonderful neighbors who support the preschool; we would like to keep it that way. If there isn't space, please drive around to give time for other families to load their cars and to allow traffic flow.

**Field Trips/Transportation:**

- Field trips are usually once a month on Mondays or Fridays.
- When we have field trips, we ask you to provide transportation for your child, meet us there, and stay with your child the whole trip.

**Release of Children:**

It is important that we protect you and your family by ensuring that your child does not leave Ready, Set, Grow! Preschool with a person you have not authorized on your "Emergency Contact Form" to pick up. Even if it is an emergency, we must have your permission to release your child to someone other than you. We will need the person's name and a description of what they look like. The person picking up your child will have to show us a picture ID before we will release your child from our care. We must assume that both parents have the right to pick up your child, unless you give us a copy of a court order stating otherwise. We will need to discuss how we should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, we cannot refuse a parent. If you have a court order and a non-custodial parent tries to pick up the child, we will immediately call the custodial parent. If the non-custodial parent leaves with the child, we will immediately call the police and report the situation. We will not place the other children at risk in a confrontation with the non-custodial parent. It is very important to us that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will call the parent or emergency contact person listed on the enrollment form to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

**Fee Payment Guidelines:**

- Sprouts monthly fee: \$215.00
- Blossoms and Buds monthly fee: \$250.00
- A one-time non-refundable registration fee of \$50 is due with the contract to hold a spot.
- Families who have multiple children enrolled in the same year will get a 10% discount off the youngest child's tuition.
- Cash, Check, and Venmo are accepted as payments.
  - Checks- Ready, Set, Grow! Preschool or Amber Huyter
  - Venmo- @Amber-Huyter
- There is a small black drop box by the front door for cash and checks

Tuition is due before or on the **1<sup>st</sup> day of the month** and the first day of the week for summer camp. Tuition is based on the time of service, not on actual attendance. Rates are calculated based on 4-week months over the calendar year and full tuition is due every month regardless of holiday closures. There is no change in fee due to your child's absences. You are responsible for making the payments as agreed in the contract. In the case of your vacation or absence, please postdate your check for the upcoming date due and make payment before you leave.

**Late payments** –There is a \$15 fee per day that tuition is late, if not discussed previously with Teacher Amber. If you are more than a week late without discussion, your student will not be permitted to return to school until both the payment and the late fees are paid in full, if more than a week late, we can no longer hold your student's spot. A personal check or cash will be accepted for payment, however if a check is returned for any reason and we incur any bank charges from the return of your check, those charges will be added to the tuition. After 2 check returns, all further payments must be made in cash. Consistent late payments without previous arrangements is cause for termination immediately without 2 weeks' notice.

### **A few final thoughts as a parent with a child in Ready, Set, Grow! Preschool**

- This is the first step in your student's lifetime of school experiences, being engaged, aware, and involved, is so important.
- Talk to them about who they played with, their friends' names, what they learned, and what they did that day.
- Please read all correspondence that is sent home and posted on class Dojo, so you are up to date with important reminders and dates and what we are doing.
- Class dojo is a way for not only us to communicate, but for you to communicate and connect with other families in your student's class. Please don't hesitate to comment on posts!
- Participate in the "monthly homework". It is important for your child to see your family involved.
- I encourage you to share any concerns you have about your child, whether it's their development, their habits, or their fears.
- Please remember that while you are on the premises, you are responsible for your child. Please be aware and in control of your child.
- Outdoor play is very important to us, please dress your students appropriately for the Weather or send clothes they can add to keep warm, if you are not sure. It's better to be overprepared than underprepared!
- The biggest compliment you can give a small business is telling your friends and family.
- If there are changes in your household, please keep us informed, it could make a huge difference in helping your student and the teachers.
- Please keep in touch. Your concerns, comments, and feedback are important to us!



**Please initial and return this section so we know you have read and understood the parent handbook.**

**\*\*\*\*Thank you! \*\*\*\***

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_