

# 2016-2017 parent handbook



## highlands preschool



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# Table of Contents

Welcome .....	5
Our History .....	5
Our Preschool Today .....	5
Nondiscrimination Notice .....	5
Our Staff .....	5
Our Board of Directors .....	7
Curriculum .....	8
Philosophy .....	8
Preschool 3 (Early Threes) .....	9
Preschool 2 (Threes) .....	10
Preschool 1 (Fours) .....	12
Example Daily Schedule .....	14
Program Goals .....	14
Attendance .....	17
Drop-off .....	17
Big Room Policy at Drop-off .....	18
Separation Anxiety .....	18
What to Bring to Preschool .....	20
Appropriate Clothing .....	20
Lunchbox and Snacks .....	20
Show and Tell Items .....	21
Pick-up .....	21
Big Room Policy at Pick-up .....	22
Late Pick-up Policy .....	22
Impairment Policy .....	23
Parking and Parking Lot .....	23
Health Policies .....	24
Authorization to Administer Medication .....	24
Emergency Health Care Plans .....	24
Immunizations .....	24
Hand Sanitizing and Washing .....	25
Attendance and Illnesses .....	25
Bathroom Policies .....	26
Safety Policies .....	26
Accidents and Injuries .....	26
Contact Information .....	27
Contact with Children .....	27
Parental Access .....	27
Insurance Coverage .....	27
Emergency Procedures .....	27
Emergency Weather .....	28
Civility Policy .....	28
Parent/Guardian Expectations .....	29
Discipline is Learning .....	29
Tuition/Financial Policies .....	30
Federal Tax ID Number .....	30
Yearly Tuition .....	30
Monthly Installments .....	31
Making Payments .....	31
Registration Payments .....	32

# Table of Contents

Late Payments.....	33
Bounced Checks.....	33
Hardship Assistance.....	33
Withdrawal.....	33
Refunds.....	34
Communication and Assistance.....	34
Special Collections.....	34
Calendar and Special Events.....	35
Holidays.....	35
Make-up Days.....	35
Field Trips.....	35
Professional Teacher Days.....	36
Fund Raiser Events.....	36
Celebrations.....	36
Spirit Days.....	37
Big Night.....	37
Performances.....	38
2017-2018 Registration.....	38
Graduation.....	38
Picnic.....	38
Birthdays and Unbirthdays.....	39
Summer Camp.....	39
Communications.....	39
E-Newsletters.....	39
Website.....	40
Facebook.....	40
Text and Phone Message Alerts.....	40
Online Privacy.....	40
Languages.....	41
Suggestion Box.....	41
Contacting Us.....	41

## Welcome

The 2016-2017 school year marks Highlands Preschool's **63rd anniversary**! We look forward with great enthusiasm to another successful year, and we will enjoy sharing this preschool experience with you and your child.

## Our History

Highlands Preschool Association, doing business as "Highlands Preschool," was organized in 1953 and originally leased space in Highlands Community Church. In 1967, the preschool was awarded non-profit 501c3 status. The school moved in 1973 to share space with St. Andrew Presbyterian Church for another 30 years. In 2003, we settled into our current location at the Renton Community of Christ church, which has warmly welcomed our shared use of their facility.

## Our Preschool Today

Highlands Preschool is a unique organization unlike any other preschool in the area. We are both an independent private school and a nonprofit organization dedicated to providing a quality education at an affordable price.

This is a unique combination for a preschool—independent of any parent organization, with education as our primary focus rather than profit. This allows us to dedicate ourselves to giving preschoolers of all backgrounds a positive first learning experience to prepare them for kindergarten.

## Nondiscrimination Notice

As a nonprofit, Highlands Preschool admits students of any race, color, national and ethnic origin and grants equal rights, privileges, programs, and activities generally accorded or made available to students at the school. Highlands Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, hardship fund and other school-administered programs.

## Our Staff

Our staff consists of six teachers, one teacher assistant, and two part-time administrative positions. All staff must pass both national

and State Patrol background checks. Teachers must hold certifications in CPR and first aid. Many staff members have also had children attend Highlands Preschool in years past.

## Teachers

**Melanie Gallagher** (PS1), [mgallagher@highlandspreschool.com](mailto:mgallagher@highlandspreschool.com), has a Bachelor degree in Elementary Education and an endorsement in Early Childhood Education from Washington State University. She previously taught kindergarten for the Issaquah School District. This is Mrs. Gallagher's eighth year teaching at Highlands Preschool. She is our Preschool 1 (4s) **Head Teacher**.

**Katie Czerwinski** (PS1), [kczerwinski@highlandspreschool.com](mailto:kczerwinski@highlandspreschool.com), has a Bachelor degree in Early Childhood Education from Louisiana Tech University and previously taught kindergarten in Louisiana and for the Renton School District. This is Mrs. Czerwinski's fifth year teaching with us.

**Katie Lembra** (PS1), [klembra@highlandspreschool.com](mailto:klembra@highlandspreschool.com), has a Bachelor degree in Education with endorsements in Early Childhood Education and Elementary Education from Central Washington University. We are excited to have Mrs. Lembra returning to Highlands Preschool for her fifth year.

**Connie White** (PS2 & 3), [cwhite@highlandspreschool.com](mailto:cwhite@highlandspreschool.com), has been with us for 24 years and holds an Associate in Arts degree in Early Childhood Education from Bellevue College. Mrs. White also came to us with previous teaching experience. She is our Preschool 2 & 3 (3s & Early 3s) **Head Teacher**.

**Shannon MacGillivray** (PS2 & 3), [smac@highlandspreschool.com](mailto:smac@highlandspreschool.com), also known as "Mrs. Mac," has a Bachelor degree in Humanities and Liberal Studies from Western Washington University, trained with us, and has now taught at Highlands Preschool for 14 years.

**Nicole Micus** (PS2), [nmicus@highlandspreschool.com](mailto:nmicus@highlandspreschool.com), returns for her second year of teaching. She is currently earning her Associate in Arts degree in Early Childhood Education from Renton Technical College.

## Teacher Assistant

**Amber Hausfeld**, [ahausfeld@highlandspreschool.com](mailto:ahausfeld@highlandspreschool.com), joins us in her first year as our Teacher Assistant (TA). Mrs. Hausfeld was previ-

ously our Substitute TA. She has a Bachelor degree in Business Administration with a focus on Marketing from Washington State University.

## Administration

**Karen Beckman Householder**, [kbeckman@highlandspreschool.com](mailto:kbeckman@highlandspreschool.com), is our **Administrator**. Mrs. Beckman Householder holds a Bachelor degree in Business Administration from the University of Washington with a concentration in Human Resource Management. As our administrative positions are part-time, she is also regional Communications Administrator for an international non-profit organization. This is Mrs. Beckman Householder's 16th year with Highlands Preschool.

**Erin Kleiber**, [ekleiber@highlandspreschool.com](mailto:ekleiber@highlandspreschool.com), joins us for her fourth year as Bookkeeper at Highlands Preschool. Mrs. Kleiber holds a degree in Environmental Science from Washington State University and has seven years of prior experience in bookkeeping for schools.

## Our Board of Directors

Parents and guardians of enrolled children are automatically members of Highlands Preschool Association and comprise the total membership. Our volunteer Board of Directors governs the Association. The Board is similar to a PTA and is comprised of parent or guardian volunteers. If you are interested in in being a volunteer, contact the Board President or your child's teacher. Following is your 2016-2017 volunteer Board and the services they provide:

President:	<b>Julie Libadisos</b> , <a href="mailto:jlibadisos@highlandspreschool.com">jlibadisos@highlandspreschool.com</a>
Vice President:	<b>Amy Ojerio</b> , <a href="mailto:aojerio@highlandspreschool.com">aojerio@highlandspreschool.com</a>
Secretary:	<b>Molly Gershon</b>
Treasurer:	<b>Erin Kleiber</b>
Big Room Maint.:	<b>Erin Chipman, Open Position</b>
Fundraisers:	<b>Rebekah Spouse, Kellie Pham, Open Position</b>
Parking Lot:	<b>Open Position</b>
Pictures & T-shirts:	<b>Kate Bressan</b>
Playground Maint.:	<b>Jessi Quinn, Soleil Luke</b>
Public Relations:	<b>April Kreal</b>
Purchasing:	<b>Nicole Hardy</b>
School Activities:	<b>Malissa Kinimaka, Monica James</b>

# Curriculum

## Preschool Philosophy

"A Child Learns By Doing"—Our philosophy of education centers around play. Play is the most complete educational process of the mind. This allows the development of the "whole" child—intellectually, socially, emotionally, and physically—and facilitates the natural unfolding of each child's potential. In return, the child experiences a growing sense of self-worth and a personal joy in learning.

Young children learn in a different manner than do older children. Young children learn by actual contact with real objects, events, and people. (That's why field trips, outdoor play and other exciting activities are so important.) Young children learn by involving themselves in exploring, discovering, repeating and continually adapting what they see into their daily lives.

Young children are not yet prepared to learn by words alone. They do not learn by explanations or descriptions of things that are far off in time or space. Just because young children can repeat words easily, does not necessarily mean they understand and grasp the meaning behind the words. It is only through varied, first-person real life experience that words are filled with meaning for the young child.

Preschool is a time to begin learning independence, while developing trust and respect for others. An important part of this program is social adjustment, sharing and cooperating with others. Our goal is for them to "want" to come to school by stressing that "learning is fun."

There are many skill levels and unit topics covered during a school year, and we try to make all of it fun and interesting. Included in these units are numerous projects and many forms of art for enhancement. Most important is the child learning to see themselves as individuals who are unique, with qualities unlike any other.



## Preschool 3 Curriculum (Early Threes)

### Activities

This is usually the first school experience for the Early Threes. It is a time for the child to develop independence, learn and expand social skills, and build a sense of himself/herself as a problem-solving and reasoning individual. Our program includes story time, a daily art project, movement to music, and group activities that will allow the child to develop a curiosity for life and a way to express his or her individuality.

### Skill Areas Covered

1. Motor Skills
  - a. Large motor movement
    - (1) Running
    - (2) Jumping
    - (3) Climbing
    - (4) Learning movement to music
  - b. Small motor movement
    - (1) Crayons, markers
    - (2) Paints
    - (3) Glue
    - (4) Manipulative games
    - (5) Puzzles
    - (6) Learning finger plays
    - (7) Building with blocks
2. Language Development
  - a. Circle time
  - b. Singing songs
  - c. Reciting finger plays
  - d. Reading stories
  - e. Feeling comfortable expressing ideas
  - f. Question of the week
  - g. Recognizing name
3. Social Skills
  - a. Learning to share & play well with others
  - b. Learning personal space and boundaries
  - c. Learning to respect the property of others
  - d. Learning to respect the feelings of others
  - e. Manners
4. Math Development
  - a. Counting numbers 1 through 10

- b. Introducing shapes and colors
- c. Color mixing

### Unit Topics

Teachers will alternate selections from the following unit topics:

1. Colors
2. Shapes
3. Dinosaurs
4. Space
5. Animals
6. Insects
7. Sea life
8. Plants
9. Holidays
10. Seasons
11. Nursery Rhymes
12. Fairy Tales
13. "Pete" the Cat
14. Authors: Dr. Seuss, Eric Carle
15. Jungle, Zoo
16. Community Helpers
17. Rainforest

## Preschool 2 Curriculum (Threes)

### Activities

The three-year-old needs to build a sense of themselves as problem-solving, reasoning individuals, while developing trust and independence. This is accomplished through many play experiences. Play is a key mode to development. This program includes daily art projects, skill builders, circle time and group activities, allowing the child to gain a greater awareness of individuality.

### Skill Areas Covered

1. Motor
  - a. Large motor movement
    - (1) Running
    - (2) Jumping
    - (3) Climbing
    - (4) Learning movement to music
  - b. Small motor movement
    - (1) Crayons, markers

- (2) Paints
- (3) Glue
- (4) Manipulative games
- (5) Puzzles
- (6) Learning finger plays
- (7) Building with blocks

2. Language Development

- a. Singing songs
- b. Reciting finger plays
- c. Speaking in complete sentences
- d. Feeling comfortable expressing ideas
- e. Introducing lower case letters
- f. Question of the week
- g. Days of the week
- h. Months of the year
- i. Recognizing name
- j. Recognizing opposites
- k. Recognizing Shapes and colors

3. Science

- a. Day and night
- b. Recycling
- c. Weather

4. Social Skills

- a. Learning to share and play well with others
- b. Learning to respect the property of others
- c. Learning to respect the feelings of others
- d. Manners
- e. Listening and following directions

4. Math Development

- a. Counting Numbers 1 through 30
- b. Sequencing
- c. Graphing
- c. Patterning
- e. Same/different

## Unit Topics

Teachers will alternate selections from the following unit topics:

- 1. Colors
- 2. Shapes
- 3. Dinosaurs
- 4. Space
- 5. Animals

6. Insects
7. Sea Life
8. Plants
9. Holidays
10. Seasons
11. Nursery Rhymes
12. Fairy Tales
13. "Pete" the Cat
14. Authors: Dr. Seuss, Eric Carle
15. Jungle, Zoo
16. Community Helpers
17. Rainforest

## Preschool 1 Curriculum (Fours)

### Activities

The four-year-old program will help your child gain the skills and personal readiness necessary for kindergarten. This program includes daily art projects, skill builders, circle time and group activities, allowing the child to gain a greater awareness of his/her individuality. Letters and their relation to sound will be introduced. We will emphasize understanding of number concepts as opposed to learning to count by memorization. Your child will create his/her own artwork and will be proud of his/her own creation. Good development of fine and gross motor skills must occur before your child is ready for prolonged "seat work" in kindergarten.

### Skill Areas Covered

1. Motor Skills
  - a. Large motor movement
    - (1) Jumping, running
    - (2) Riding a tricycle
    - (3) Distinguishing right and left hands
    - (4) Rhythmic movement to music and clapping
  - b. Small motor movement
    - (1) Control with crayons, markers, paint
    - (2) Using paste and glue
    - (3) Doing finger plays
    - (4) Writing first name
    - (5) Scissors
2. Language Development
  - a. Expressing ideas

- b. Speaking clearly
- c. Speaking in complete sentences
- d. Singing and reciting songs and finger plays
- e. Speaking in front of peers
- f. Waiting for their turn to talk in a group
- 3. Reading and Math
  - a. Upper and lower case letters and their sounds
  - b. Left and right
  - c. Top and bottom
  - d. Classify objects
  - e. Dictate stories
  - f. Days of the week
  - g. Months of the year
  - h. Patterning
  - i. Sequencing
  - j. Estimating
  - k. Identifying basic shapes
  - l. Beginning number concepts
  - m. Counting
- 4. Science
  - a. The five senses
  - b. Nutrition
  - c. Weather
  - d. Animals
  - e. Seasons
- 5. Social Studies
  - a. Myself, my friends, my school
  - b. Community helpers
  - c. Transportation
- 6. Art
  - a. Basic colors
  - b. Color blending (ex. Yellow + Blue = Green)
  - c. Crafts
  - d. Painting with various medium
- 7. Music
  - a. Singing and moving to music
  - b. Following directions from songs
  - c. Rhythmic clapping
- 8. Social Skills
  - a. Working and playing with others
  - b. Self-control
  - c. Respecting property of others
  - d. Recognizing and accepting responsibility

## Unit Topics

Teachers will alternate selections from the following unit topics:

1. Frogs & Turtles (Amphibians & Reptiles)
2. Space, Stars, Planets
3. Sea life
4. Zoo Animals
5. Farm Animals
6. Holidays
7. Seasons
8. Alphabet
9. Rhyming
10. Fairy Tales/Kingdoms
11. Polar Animals
12. Dinosaurs

## Example Daily Schedule *(varies by class)*

<u>AM Classes</u>	<u>PM Classes</u>	<u>Activity</u>
9:00-9:50	11:45-12:35	Welcome, art project, PS1 seat work
9:50-10:20	12:35-1:05	Big Room time
10:20-10:40	1:05-1:25	Snack time
10:40-10:55	1:25-1:40	Circle time
10:55-11:15	1:40-2:00	Outside time or classroom play
11:15-11:30	2:00-2:15	Story time, Dismiss

## Program Goals

By the time your child completes their experience at Highlands Pre-school, our goal is for them to be ready for kindergarten in a variety of ways. Here are some of the things we strive for your child to accomplish:

### Colors and Shapes

- Recognizes and names primary colors
- Recognizes circles
- Recognizes squares, triangles, rectangles, rhombus, hexagon
- Matches shapes or objects based on shape
- Copies shapes

### Numbers

- Counts orally through 31 (minimum)

- Counts objects in one-to-one correspondence
- Understands empty and full
- Understands more and less

## **Reading Readiness**

- Remembers objects from a given picture
- Knows what a letter is, recognizes letter sounds
- Has been read to frequently
- Looks at books
- Recognizes some nursery rhymes
- Identifies parts of the body
- Knows common farm and zoo animals
- Pronounces own first name
- Expresses self verbally
- Identifies children by name
- Tells the meaning of simple words
- Repeats a sentence of 6-8 words
- Has own books
- Understands that print carries a message
- Pretends to read
- Uses left-to-right progression
- Answers questions about a short story
- Tells the meaning of words heard in story
- Looks at pictures and tells a story
- Recognizes and prints own first name

## **Position and Direction**

- Understands up and down
- Understands in and out
- Understands front and back
- Understands over and under
- Understands top, bottom, middle
- Understands beside, next to
- Understands hot and cold
- Understands fast and slow

### **Listening and Sequencing**

- Follows simple directions
- Listens to a short story
- Listens carefully
- Recognizes common sounds
- Repeats a sequence of sound
- Repeats a sequence of orally given numbers
- Retells simple stories in sequence

### **Motor Skills**

- Is able to run
- Is able to walk a straight line
- Is able to jump and hop
- Is able to alternate feet walking down stairs
- Is able to stand on one foot for 5-10 seconds
- Is able to walk backwards for five feet
- Is able to throw a ball
- Pastes objects
- Claps hands
- Matches simple objects
- Touches fingers
- Builds with blocks
- Completes simple puzzles
- Draws and colors beyond a simple scribble
- Able to zip a zipper and button a button
- Controls pencil and crayon well
- Cuts simple shapes
- Handles scissors well
- Is able to copy simple shapes

### **Social-Emotional Development**

- Can be away from parents or primary care givers for 2.5-5 hours without being upset
- Feels good about self
- Is not afraid to go to school
- Cares for own belongings



- Maintains self-control
- Gets along well with other children
- Plays with other children
- Recognizes authority
- Shares with others
- Talks easily
- Puts away toys
- Is able to stay on task
- Is able to work independently

## Attendance

We do not take attendance at preschool. For most short absences, you do not need to call the school. If your child will be gone for an extended period, such as with a major illness or family trip, please notify your child's teacher **and** the Administrator.

## Drop-Off

Please use only the front door when arriving and exiting during drop-off. For safety reasons, all doors remain locked. To enter the building, simply enter the code **C701** or use the intercom.

Teachers will open the classroom doors when class is due to start. AM classes start at 9 am (9:30 for Preschool 3 AM classes) and all PM classes start at 11:45 am. Please do not enter a classroom before the teacher opens the door.

**Do not arrive more than FIVE MINUTES before class is to begin.** For many reasons including building security, staff breaks, and parking lot space, our building is considered CLOSED prior to 8:55 am for AM classes (9:25 for Preschool 3 classes) and 11:40 am for PM classes.

All children must be walked all the way to their classroom. **DO NOT** drop off your child by the front door, or anywhere else in the building, unless previously arranged with a teacher or assistant to meet them there. Children must be with an adult at all times in all areas of the building, playground, and parking areas.

Please exit the building immediately after drop-off. Only authorized personnel with proper background checks and accreditation may remain on the premises, unless you are picking up your child.

### Big Room Policy—Drop-Off

When arriving for drop-off, all children are welcome to use the Big Room during the five-minute wait period before class begins only. **Children may NOT play in the Big Room if it is more than FIVE MINUTES before class begins, and never after drop-off. No exceptions.**

While using the Big Room, all children should follow the preschool's Big Room rules: 1) Do not go up the slide (only down); 2) Sit on your bottom/feet first going down the slide; 3) Don't ride cars or bikes over the mats; 4) Don't throw toys.

It is expected that you **pick up after your child**, and put toys away sorted in the correct bins.

### Separation Anxiety

Whether preschool is a new experience for your child, or whether this is just a new class and new teacher, change can be difficult for a preschooler — and no change is more difficult than separation from you. Some degree of separation anxiety is a sign that the preschooler has developed healthy attachments to loved ones.

Parents who recognize the signs of separation anxiety and work to prepare their child will reap the rewards for years to come. When children feel secure, they will have an easier time developing friendships, separating from parents and others, and carrying out their tasks with confidence.

### Ahead of Time

- **Prepare yourself.** Read and understand these guidelines, and be prepared to separate from your child. If you are not ready for the separation, they will not be either. Know what you will do and say when the time comes. Try role-playing with your child to rehearse the separation.
- **Prepare your child.** Tell your child what to expect. Bring them to

Open House to meet the teacher and see the classroom. Some children enjoy taking pictures to show grandparents and other special people. Read books about going to preschool. Make shopping for a preschool lunchbox a special event. Pick out a "lovey" from home—a stuffed animal, blanket or other special item they can bring to class which will help them feel secure.

- **Make sure your child gets enough sleep and is healthy.** Most preschool children need about 11 hours of sleep a night. If your child is tired or not feeling well, it may be better to keep them at home that day.
- **Establish a ritual.** You might develop a short and simple routine to follow when it's time to part, such as hanging up their coat, dropping off their lunch box, giving each other a big bear hug and a kiss, saying, "I love you" and waving good-bye.

## Time to Part!

- **Focus on the positive.** Remind them they are loved, they will be safe, and they will have fun—not that mommy will miss them.
- **Always tell your child that you will come back, and always arrive on time for pick-up.** This builds trust, both in you and the teacher.
- **Smile and follow through.** Even if you are hesitant yourself, put on a brave face and tell your child you must leave—and then leave. Don't linger too long, as this only adds more anxiety to the situation. Our teachers are much more effective at calming down your child once you are gone. Your child needs the opportunity to develop trust in their teacher to take care of them while you are away.
- **Don't sneak off.** If you disappear, it makes the separation worse and undermines trust. Say goodbye and go.

## After you Part

- **Don't berate yourself.** Distress is simply one sign of your child's attachment to you. On the other hand, don't be concerned if your child doesn't show distress; it's not a sign of a lack of attachment, just the outcome of a different personality.
- **Don't berate your child.** Never criticize your child's separation distress or scold them for it. Tell them that you understand their feelings, but don't let them dwell on their fears.
- **Know the crying will stop.** Most crying episodes last fewer than 10 minutes once you leave, and stop altogether by the end of the

second week. Your child will learn through consistent experience that each goodbye is soon followed by your happy return. It won't be long before "I don't want to go to preschool" turns into "I'm not ready to leave!"

- **Expect lapses.** Children from three to five years of age may show distress seemingly out of the blue. Possible causes include difficulties at home or breaks in routine, such as returning from a vacation or illness.

## What to Bring to Preschool

We do not ask you to donate classroom supplies; your tuition and registration/supply fee cover these expenses. There are a few things, however, to make sure your child has each day:

### Appropriate Clothing

***Dress your child in clothing that is okay to get paint on!*** Due to the various play and art activities, we cannot be responsible for damage to clothing, so *please* send your child in washable play clothes and non-slippery shoes. Picture days are considered "dress-up" days; the teachers will curtail messy activities for that day so that you may dress your child as you see fit.

**Please be sure to label all items** that come to preschool with your child's name. This includes hats, lunch boxes and water bottles. Your child's teacher will need to be able to identify which items go with which children. All items that cannot be identified will be donated to charity if not claimed by the last day of regular classes.

### Lunchbox and Snacks

There is a 20-minute snack time during each class. We ask that your child bring a lunchbox each day with a nutritious snack. Children may also bring a small, **spill-proof** container of **water** only (NOT a regular water bottle). If your child will attend Full Day, please pack the equivalent of two snacks. Please **do not send** the following:

- **Sweets:** please refrain from sending candy, cookies, donuts, or anything else with a high-sugar content.
- **Messy or runny foods** such as yogurt, Go-Gurt®, applesauce, fruit cups or pudding; these are difficult to clean off the carpet.
- **Juice, milk or any drinks besides water:** again, due to the carpeting in the building.

- **Any food containing nuts:** due to the increasing number of children who are highly allergic to nuts, and particularly peanut products, **Highlands Preschool is a nut-free school.**

Please remember that while our teachers remind children not to share food with classmates and try very hard to be vigilant, they cannot absolutely guarantee that your child will not come into contact with food items to which they may be allergic. If your child has a severe allergy, be sure to discuss it with your child's teacher.

### **Show and Tell Items**

Please **consult your child's teacher** about their policy regarding show and tell *before* sending toys or any other personal items to preschool with your child, as these can be very distracting in class.

### **Pick-up**

Please use only the front door when arriving and exiting during pick-up. For safety reasons, all doors remain locked. To enter the building, simply enter the code **C701** or use the intercom.

Teachers will open the classroom doors when class is due to dismiss. All AM classes dismiss at 11:30 am and PM classes dismiss at 2:15 pm (1:45 pm for Preschool 3 PM classes). Please do not enter a classroom before the teacher opens the door unless you need to pick up your child early.

**Do not arrive more than FIVE MINUTES before class is to dismiss.** For many reasons including building security, staff breaks, and parking lot space, our building is considered **CLOSED** prior to 11:25 am for AM classes and 2:10 pm for PM classes (1:40 pm for Preschool 3 PM classes).

Teachers will only release your child to you or another person listed in the Pick-up Authorization section of your Registration Form. If anyone else will be picking up your child (including another child's parent), you must notify the teacher in writing. ***Teachers will not release a student to an unauthorized person.***

Please exit the building immediately after pick-up. Only authorized personnel with proper background checks and accreditation may remain on the premises.

### Big Room Policy—Pick-Up

When arriving for pick-up, all children are welcome to use the Big Room during the five-minute wait period before a class begins or dismisses only. **Children may NOT play in the Big Room if it is more than FIVE MINUTES before class dismisses, and never after pick-up. No exceptions.**

If you have a child that uses the Big Room during the five-minute wait period, it is expected that you **pick up after them, and put toys away sorted in the correct bins.**

### Late Pick-up Policy

It is important that you be prompt in picking up your child. Not only does your child need the assurance that you will be on time, but our teachers are only paid until the end of class time and our building must be closed. (Please also be aware that several of our teachers have their own children they must go and pick up from other schools right after preschool dismisses.) Our insurance requires that two adults be present with a child, so if you are late, two teachers must actually stay late.

If a child is picked up late, a fee of two dollars (\$2.00) per minute per child will be assessed, and a statement emailed to you from our bookkeeper. The fee goes directly to the two teachers to reimburse them for their time. However, exceptions may occasionally be made in emergency situations. ***Please call the classroom line and inform your child's teacher if you are going to be late picking up your child.*** Be sure to keep the classroom phone number with you at all times!

The teachers will follow these procedures when a child is not picked up:

1. Attempt to contact the parent(s) and/or guardians on home and cell numbers;
2. Attempt to contact any and all other persons listed as emergency contacts;
3. Dial 9-1-1 to alert authorities if more than 60 minutes has passed and no contact has been made with parents/guardians or anyone listed as an emergency contact.

## **Impairment Policy**

The staff has a duty to keep your child safe. If your child's teacher has any reason to believe that the person picking up your child is impaired in any way, either another authorized person must come pick up the child or the police will be called.

## **Parking and Parking Lot**

**Allow adequate time** to find a safe and legal parking spot.

**Drive slowly and carefully** in the parking lot and around the preschool at all times. Preschoolers can be difficult to see!

**Park only in marked parking spaces** in the parking lot. Make sure there are white lines on both sides of your car before you put it in park.

**Park legally on the street** if the parking lot is full. Remember that you must be 5 feet away from the end of a driveway and 30 feet away from a stop sign.

**Avoid the orange cones** in the parking lot. Do not ignore them or move them. They mark areas that are unacceptable for parking.

**Follow the arrows** in the parking lot. Our parking lot goes around in a one-way counter-clockwise direction. Follow the proper direction when you are entering and exiting, even if it means that it will take you a little longer to park or to exit.

**Park in the handicapped spaces only if you have a handicapped placard.** We do have some families that need these spots.

**Ensure that no child is left unsupervised in your car.** If you have a sleeping child, take them with you or ask another parent to assist.

**Make sure all children are safely inside your vehicle** before striking up a conversation or any other delay in the parking lot. **Do not allow your child to play in the parking lot or climb the tree.**

**There is NO SMOKING** in the preschool parking lot.

## Health Policies

At preschool, we practice diligent hand sanitizing and washing, and we learn other good health practices as part of our curriculum. It is equally as important that you fill out your child's Health History information on the registration form, make sure your child's teacher is aware of any special situations, and keep them home when ill.

## Authorization to Administer Medication

If your child needs an EpiPen, inhaler, Benadryl, or any other medication kept or administered at preschool, an authorization form is **required**. Your child's teacher has this form so that you can discuss your child's medical needs with them when you sign the form. All medication must be labeled and stored in the original prescription container.

At the conclusion of preschool or your child's enrollment, any remaining medication should be picked up, or it will be destroyed within three working days after the child's last day. No medication will be returned via mail regardless of circumstance.

## Emergency Health Care Plans

If your child has diabetes or a life-threatening condition, Washington State law requires that a nursing care plan, medication orders, and the medication(s) are in place at school before the child comes to school. Life-threatening conditions are defined as a health condition that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place. Contact your child's teacher to discuss these conditions before your child comes to school.

## Immunizations

Washington State law requires a completed Certificate of Immunization form to be submitted and on file *before* attending preschool. A copy of your child's immunization record from your doctor's office is not needed or sufficient to meet the state requirement. Exemptions to this law include: 1) a signed Certificate of Exemption (COE) form from a licensed health care provider, 2) a signed letter from a doctor (on office letterhead), 3) proof of membership in a church or religious group that does not allow health care to a child.



## Hand Sanitizing and Washing

According to research performed by the U.S. Centers for Disease Control and Prevention, alcohol-based hand sanitizers are considered as effective at killing germs as washing hands—and more so if hands are not vigorously washed in warm water for at least 20 seconds and dried thoroughly.

Therefore, our teachers assist each child with hand sanitizing prior to snacks, and have the children wash hands after using the bathroom or when visibly soiled, such as with paint or dirt from the playground. Please be aware, however, that if your child's class is scheduled to be on the playground just before class dismisses, you will need to assume responsibility for hand washing at that time. Please let your child's teacher know if your child cannot use alcohol-based hand sanitizers.

## Attendance and Illnesses

It is extremely important that your child be in good health when you send him/her to preschool. We ask that you follow three important guidelines, as set forth by King County Public Health:

1. **Keep your child at home**, or they will be sent home, if any symptoms of illness are present. Children exhibiting signs of illness will usually be isolated from other students until they are picked up.
2. **Do not bring your child back** to preschool until they have been symptom-free for **at least a full 24 hours**. If your child has a fever **and** a sore throat or cough, King County Public Health requires that you keep them home for at least **7 days**.
3. **Notify the school immediately** if your child has the flu, Pink Eye, Strep Throat, Chicken Pox, Head Lice, Scabies or any other highly contagious condition. Notification letters will be sent home to parents as needed.

Symptoms of illness for which you should keep your child at home:

- Diarrhea
- Vomiting
- Pink Eye
- Appearance/Behavior - unusually tired, lack of appetite, difficult to wake, confused, irritable
- Sore throat

- Cough
- Fever of 100° or over
- Nasal discharge (especially if yellow or greenish)
- Scabies, head-lice or other infestation - children may not return to school until they are free of lice and nits (eggs)
- Strep throat
- Chicken pox

As we do not take attendance, you do not need to notify the pre-school if your child will miss preschool due to illness (unless because of a contagious condition); simply keep them home.

## Bathroom Policies

We know that many preschoolers have not been potty trained for long or are still mastering this skill. We do not require that children be completely potty trained before starting preschool. We do ask that they come in underwear or a pull-up rather than a diaper.

We keep some "emergency" clothes on hand at the preschool. If a child becomes noticeably wet, the TA will offer the child a change of clothes and can assist the child with changing if needed. If the child becomes noticeably messy, or if the child does not want to change their clothes, the TA will call the parent or guardian to come and assist the child with changing or take them home for the remainder of the day.

Our TA will usually meet children in the hallway outside of the restroom, escort them into the bathroom and make sure they get back to their class safely. Our teachers use walkie-talkies with the TA to ensure that children are accounted for at all times.

## Safety Policies

### Accidents and Injuries

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries sustained at preschool are reported to parents on an "Ouch Report," of which you will receive a copy. EMS (911) will be called and parents will be notified in case of serious injury or medical emergency.

## Contact Information

It is essential that emergency notification information be on file at the school and that it be kept current. Contact your child's teacher or the Administrator to update your emergency contact information if there are any changes. Be sure to designate other individuals who can be contacted in case of emergencies.

## Contact with Children

For the safety of your children, as well as insurance requirements, we must be vigilant about who comes into contact with your children and how we come into contact with your children.

Our staff is screened with both national and state patrol background checks. They are also carefully trained in appropriate contact and procedures. All parents and guardians must normally exit the building during class.

While our doors are locked to the outside during class hours to prevent unauthorized people from entering the building, they are equipped with crash bars for exit in case of emergency.

## Parental Access

Parents and guardians may use the entry code or the intercom if you need to enter the building prior to regular dismissal time.

In the State of Washington, both parents have equal access to their children at school. Only a court-issued restraining order gives the school authority to deny parental access. If you have a restraining order, please provide your child's teacher with a copy.

## Insurance Coverage

Enrolled students are covered by an accident insurance plan while on-site during regular school hours, and after hours or off-site during school-sponsored activities (like Big Night or field trips). If you need to make a claim, please contact the Administrator.

## Emergency Procedures

The staff is knowledgeable on procedures for fire drills, earthquake drills, lockdowns, and other situations that might require emergency action. We will routinely practice to prepare for emergency situations. Emergency supplies are also kept on site.

### Emergency Weather

Prior to the start of the preschool day, we follow the Renton School District's emergency weather schedule.

**If the Renton School District (RSD) is late or closed, Highlands Preschool will be closed.**

RSD information is provided on local radio and TV stations, posted at the top of the front page of the district's website at [www.rentonschools.us](http://www.rentonschools.us), and posted on the district's Facebook and Twitter sites. Highlands Preschool will not normally send out notices about school closures.

If the teachers decide that preschool should close **while school is already in session** (such as with a sudden snowstorm), parents or guardians will be called. A teacher will stay until every child has been picked up.

### Civility Policy

Highlands Preschool is committed to providing a positive, safe and nurturing learning environment for your child. Our expectation is that RESPECT will be evident in the daily behaviors of all students, staff, and parents/guardians, and that each individual will take RESPONSIBILITY for their own behavior. Our focus will be to teach and model behaviors that are respectful, encourage students to be responsible for their choices, and to celebrate our successes.

Our Civility Policy serves as a guide for maintaining a culture of civility and respect for all. As adults, we can help create this culture by modeling respectful and effective communication strategies and problem solving to our children. In addition, the policy helps us to accomplish our goal of open communication between home and school. This policy applies to issues you may have with a preschool policy, a staff member, another parent or guardian, or another preschool child.

If an issue arises that you would like to address with a member of our learning community, the following steps will help ensure a positive interaction and help you to model appropriate social skills for your child:

- 1) Work out issues promptly.
- 2) Schedule an appointment with the person directly involved.

- 3) Choose an appropriate time and place for the meeting.
- 4) Present ideas in a respectful manner and remain open to the other person's point of view.
- 5) If the issue is not resolved, seek assistance from your child's teacher and/or the Administrator.

## Parent/Guardian Expectations

In an extension of our Civility Policy and as a condition of your child's enrollment at Highlands Preschool, all parents/guardians, caregivers, relatives, friends, and all others who drop off or pick up your children are responsible, and agree, to the following:

- Read and understand the policies in this handbook and follow them to the best of your ability without monitoring and reminding by preschool personnel.
- Be courteous and use appropriate language and actions with all children, staff and other parents/guardians at all times, including via email, telephone, Facebook or other social media.
- Approach no child other than your own regarding disputes or disagreements between children or adults at preschool.
- Take all questions, concerns or suggestions to a teacher, the Administrator, or the Suggestion Box instead of complaining.

## Discipline is Learning

Preschool children are just developing social skills. An important part of our curriculum involves teaching appropriate personal and social behavior. Minor incidents like pushing, scratching or pinching others are part of this learning process and are not unusual.

We view discipline as a learning opportunity. When an incident occurs, we take appropriate steps to protect other children and teach proper behavior. We begin with such techniques as redirecting (*"Since the tower keeps falling, let's play with the dinosaurs instead"*) and offering positive alternatives (*"When you want a turn with the toy, you may ask your friend instead of hitting him"*). As inappropriate behavior continues or escalates, we may use additional teaching methods such as time outs. If we feel that the safety of other students is in jeopardy, we may call parents to pick up the child or issue a short-term suspension.

Anytime disciplinary action is required, other than for minor incidents such as a simple redirection, you will receive a **Disciplinary**

**Learning Report.** The purposes of this report are to keep you aware of what is happening at preschool, keep the lines of communication open, and give you the option of continuing the same methods at home for consistency.

As our primary concern must be with the safety and welfare of the children, we may in extreme and rare cases terminate a child's enrollment if it is determined that they pose an immediate and continuing danger to themselves, other students, school personnel, or of substantial disruption to the educational process.

If you become aware of a conflict between children during class time, **please discuss the incident with your child's teacher for appropriate action.** Following our Civility Policy, we ask that you not confront other parents or children in a negative manner.

## Tuition/Financial Policies

### Tax ID Number

The Highlands Preschool Federal Tax ID number is **91-6007727**.

### Financial Agreement

A Financial Agreement was included in your registration packet or online registration. A signed copy must be on file for your child to attend preschool. Be sure to keep a copy of the agreement and refer to it if you have any tuition questions.

### Yearly Tuition

Tuition is charged on an annual basis and is pro-rated for children enrolling mid-year. (See below for rates.) Families with two or more children enrolled receive a discount of \$45 per year, per child.

Yearly Tuition Rates	
All Early Threes classes:	\$1,440
2-Day (1h/F) classes, AM or PM:	\$1,350
3-Day (M/T/W) classes, AM or PM:	\$1,575
5-Day (M-F) classes, AM or PM:	\$2,655
2-Day (1h/F) classes, Full Day:	\$2,700
3-Day (M/T/W) classes, Full Day:	\$3,150
5-Day (M-F) classes, Full Day:	\$5,310
3-Day (M/T/W) Full Day + 2-Day (1h/F) AM or PM:	\$4,230
3-Day (M/T/W) AM or PM + 2-Day (1h/F) Full Day:	\$4,005

## Monthly Installments

As a courtesy, yearly tuition may be paid in nine equal monthly installments. These equal payments have nothing to do with either the number of days class is in session that month or how many days your child is absent. It is simply a payment on your yearly balance. (See below for monthly installments.) Families with two or more children enrolled receive a discount of \$5 per month, per child.

Monthly Installment Rates	
All Early Threes classes:	\$160
2-Day (1h/F) classes, AM or PM:	\$150
3-Day (M/T/W) classes, AM or PM:	\$175
5-Day (M-F) classes, AM or PM:	\$295
2-Day (1h/F) classes, Full Day:	\$300
3-Day (M/T/W) classes, Full Day:	\$350
5-Day (M-F) classes, Full Day:	\$590
3-Day (M/T/W) Full Day + 2-Day (1h/F) AM or PM:	\$470
3-Day (M/T/W) AM or PM + 2-Day (1h/F) Full Day:	\$445

## Making Payments

Monthly tuition installments are due by the 1<sup>st</sup> of each month.

You may pay tuition via PayPal from our website at [www.highlandspreschool.com](http://www.highlandspreschool.com) | "Registration & Payments." You may pay with any debit or credit card.

As a convenience to you, you may sign up for online Automatic Recurring Monthly Installment Payments, using any debit or credit card or a PayPal account. Just visit our website at **[www.highlandspreschool.com](http://www.highlandspreschool.com)** | **"Registration & Payments."** *Please be sure you start recurring monthly installment payments between the 1st and 10th of a month, as all subsequent payments will be processed on the same day of the month as the first payment and will be considered late if received after the 10th.* There is also an Unsubscribe button so you can cancel your automatic payments at any time.

Alternatively, you may write a check or money order. Please make checks payable to **Highlands Preschool** and **include your child's first and last name on the check**. You may place checks in the indoor drop box, the outdoor locking mailbox, or mail to: **Highlands Preschool, 701 Monroe Avenue NE, Renton, WA 98056**. Please do not pay in cash, so we can be sure each payment is properly credited.

### **Extended Absences**

If your child is going to miss an entire calendar month, you may pay half of that month's installment to hold your child's spot if you notify the Administrator at least two weeks prior to the 1<sup>st</sup> of that month.

## **Registration Payments**

### **Registration Fee**

A registration fee of \$75 per child is payable within two weeks of registration and prior to your child's first day. The registration fee is not refundable and may not be waived under any circumstances.

### **Last Month's Tuition Installment Payment**

Either the full yearly tuition or the last month's (May 2017) tuition installment is due within two weeks of registration and prior to your child's first day.

### **First Month's Tuition Installment Payment**

The first month's tuition installment is due prior to your child's first day of class. If your child enrolls on or after the 15<sup>th</sup> of a month, you will be responsible for half that month's tuition installment.



## Late Payments

A late charge of **\$10** will be added to any tuition not received by the 10<sup>th</sup> of the month. A late notice will be sent after the 10<sup>th</sup> of any month if payment has not been received.

If payment is outstanding by the end of the month, your child will not be allowed to attend preschool unless other payment arrangements have been made with the Bookkeeper.

If payment is still not received in full or payment arrangements made by the end of the second month, your account will be referred to our collection agency. You will be responsible for any additional collection fees.

If a student's account is delinquent three (3) or more times in a school year, the financially responsible party for that account will be required to participate in Automatic Recurring Payment processing. If they do not, the student may face Compulsory Withdrawal.

## Bounced Checks

A fee of **\$30** will be assessed for any checks returned for non-sufficient funds. We maintain the right not to accept this form of payment for the remainder of the year; alternative forms of payment, such as online payment or a cashier's check, may be used.

## Hardship Assistance

Partial tuition assistance may be available for a short time to any currently enrolled student whose family is experiencing a temporary financial hardship. Please contact the Bookkeeper or Administrator for more information or to apply.

## Withdrawal

You must submit a Withdrawal Form at least two weeks prior to your child's last day. If a form is not submitted, a half month's tuition installment will be due in addition to any outstanding tuition. If your child misses two weeks in succession and tuition has not been paid, your child's spot will not be held unless arrangements have been made with the bookkeeper.

If your child's last day is before the 15<sup>th</sup> of the month and you have submitted a Withdrawal Form two weeks in advance, you are only responsible for half that month's tuition installment.

### Refunds

The \$75 registration fee is always non-refundable. The prepaid May 2017 tuition installment is fully refundable until **January 1, 2017**, and only with a Withdrawal Form.

Tuition will not be refunded due to cancellation of classes (such as bad weather or power outages).

While we often process refunds quickly, ***please allow up to three weeks to process refunds.***

### Communication and Assistance

You may contact either of the following if you have any questions regarding tuition, if you are having difficulty paying, if your child will be absent for an extended period, or if you need to withdraw your child:

- **Karen Beckman Householder**, Administrator, 425-572-0167, [kbeckman@highlandspreschool.com](mailto:kbeckman@highlandspreschool.com)
- **Erin Kleiber**, Bookkeeper, 425-271-3917, [ekleiber@highlandspreschool.com](mailto:ekleiber@highlandspreschool.com)

### Special Collections

During the year, the preschool will collect money for various activities. **Please do not hand orders or money to your child's teacher.** Our teachers do not have anywhere secure to store money in their classrooms, making it easy for your checks to get misplaced or stolen there. To help the teachers and ensure your money is secure, please deposit all orders and money in the indoor drop box or outdoor locking mailbox, preferably in a sealed envelope that lists on the outside:

1. Child's full name (first and last)
2. Teacher's name
3. Activity (field trip order form, fundraisers, etc.)

## Calendar and Special Events

The yearly preschool calendar usually runs from the week of Labor Day, to the last full week before Memorial Day.

### Holidays

To help our families with scheduling, we follow the Renton School District's holiday and vacation schedule as much as possible. These dates will be listed on your Yearly Calendar, posted on the web site, and listed in each month's e-newsletter. Scheduled 2016-2017 holidays include:

- **Monday, September 5**—Labor Day
- **Friday, November 11**—Veterans Day
- **Thursday, November 24 & Friday, November 25**—Thanksgiving Break
- **Monday, December 19–Monday, January 2**—Winter Break
- **Monday, January 16**—Martin Luther King, Jr. Day
- **Monday, February 20–Friday, February 24**—Mid-Winter Break
- **Monday, April 10–Friday, April 14**—Spring Break

### Make-up Days

If there are five or more school days canceled during the year, such as for snow closures or power outages, the school year will be extended one week. Fewer than five missed days will not be made up.

### Field Trips

Your child's class has two field trips scheduled for the year. All classes will visit the Pumpkin Patch in **October** and enjoy a Story-book Theater play in **April**. There will be **no school** on field trip days, as your child's teacher will be attending the field trip.

Due to state law regarding car seats and booster seats at preschool age, ***every child must be driven to the field trip site by their parent or guardian, or in a privately arranged carpool.*** Younger siblings may usually accompany you on the field trip, but must pay any required fee if participating.

Since you will be transporting your child, we do not require written permission to attend field trips. If you would prefer that your child not go on the field trip, simply keep them at home.

### Professional Teacher Days

Following the Renton School District calendar, there will be two Professional Teacher Days, scheduled for **Friday, October 7** and **Friday, January 27**. There will be **no school** on these days. Teachers will spend these days attending important trainings, such as CPR recertification, first aid training, or specific continuing education topics.

### Fund Raiser Events

As a registered nonprofit organization, we set our tuition rates to cover operating costs. Any extra expenses or programs must come from additional funding. These include things such as purchasing or replacing playground equipment, Big Room or classroom toys, and safety equipment.

In order to raise these funds, our volunteer Board of Directors has scheduled one sales fundraiser in **October**, and a Trike-a-thon fundraiser and family fun day on **April 1, 2017**.

While we would love to have 100% participation on every fundraiser, you always have the choice. We do not require participation.

### Celebrations

We have a number of special celebrations throughout the year during normal classroom hours, such as our Halloween Party in **October**, our Winter Holiday Party in **December**, the Valentines Party in **February**, and Spring Fling in **April**. Our teachers help your child celebrate each event in a fun and unique way.

Because any change in routine, such as a celebration, can be stressful for children, we have put together the following guidelines to keep our celebrations low-key and stress-free, but fun:

- Due to the number of severe food allergies in the school, in addition to our desire to promote healthy eating habits, **please do not bring in treats or any food items to share.** We'll keep eve-

ryone busy with super-fun activities and games. They'll never miss that sugar!

- You are welcome to bring **"party" bags** to parties for each child if you wish. These may contain age-appropriate small toys such as Play-Doh, stickers, games, etc., but as always, **please no food/candy items—this includes Valentines!** Please put them in easy-to-carry, fully closing containers (like Ziploc bags) instead of bags that are open at the top. ***NOTE: While our teachers try to be diligent, they cannot be responsible for the contents of parent-supplied party bags and valentines. Please do not send in food/candy, and be careful to check the contents of any such items sent home with your child, especially if your child has allergies.***
- Due to safety and allergy concerns, we ask that **no balloons** be brought to preschool.
- Please **no parents or guests** during the celebrations. Our classrooms are too small to accommodate extra people, and it is also a distraction to the children. Please drop off any goody bags you are contributing at the beginning of class time.

We try to be inclusive of all religions and beliefs. If you do not wish for your child to participate in any type of celebration, please let your child's teacher know.

## Spirit Days

We will schedule some fun "Spirit Days" during the year, such as Halloween costumes, Pajama Day, Sport Day, Superheroes and Princesses, or other fun themes. Spirit Days will be held in **October, January, and April**. Preschool hours and routine are not affected, and your child does not have to participate if they are uncomfortable doing so.

## Big Night

We hold an evening Open House for registered students each **November** as part of our "Big Night," which also includes our Scholastic Book Fair. We encourage you to take this opportunity, along with working parents, siblings, other family members and friends, to meet your child's teacher, see the classroom, and view some of the great projects on which your child has been working.

### Performances

We periodically have fun performers or presenters come to Highlands Preschool. Our local storytelling librarian, Drew Derby, will visit twice, in **January** and **May**, during normal preschool hours. His visits will not interrupt the normal preschool schedule.

We also schedule one all-school performance in **March**. There will be **no classes** this day. We usually ask that you stay, as ending times may vary. Siblings accompanied by a parent are welcome.

### 2017-2018 Registration

Registration for next school year begins early in 2017. Some classes fill quickly, so be sure to mark your calendar now:

- Current Board members may start registering in person at the preschool on **Thursday, January 12 at 7 pm**.
- Returning families who currently have a child in the preschool, or have had previously, may start registering in person at the preschool on **Thursday, February 2 at 10 am**.
- New families may start registering in person at the preschool on **Thursday, February 9 at 10 am**.
- Registration is then conducted on a first-come, first-served basis.

### Graduation

Preschool 1 ("4s") classes only will have a low-key graduation ceremony on **Wednesday, May 17**. Preschool 2 ("3s") and Preschool 3 ("Early Threes") classes will have regular classes on this day. If the snow make-up week is needed, the graduation will take place on Wednesday, May 24.

### Picnic

An all-school picnic will be held at the end of the school year on **Friday, May 19** in a local park. Parents need to stay with their children at this event; siblings are welcome to attend. Bring a blanket and lunch. If the snow make-up week is needed, the picnic will take place on Friday, May 26.

## **Birthdays and Unbirthdays**

If you would like your child to celebrate a birthday or 'unbirthday' (a celebration for children whose birthdays don't fall within the preschool year), please let your child's teacher know at least a week ahead of time. To make the day extra special, your child will be recognized with fun things like birthday crowns, stickers, singing a birthday song, etc.

Instead of bringing in treats, your child may bring in a special book to his/her class for their birthday. The teacher will read the book to the whole class in honor of your child. You may purchase a book to donate to the classroom, or just have your child borrow a favorite book from home or the library.

We encourage children to be sensitive to the needs and feelings of others. Accordingly, we ask parents not to distribute birthday or other party invitations at preschool, especially when not all children in a class are included.

## **Summer Camp**

Each summer, we hold several fun and unique one-week camps. Camps hours are 9 am to 12 pm and are perfect for ages 3 to 5. Weekly activities include games, crafts, outdoor and indoor play, and learning activities. Registration for Summer Camp begins in March and continues on a space available basis, but fills quickly.

## **Communications**

We strive to keep parents up-to-date and thoroughly informed about preschool events, classroom events and curriculum, safety issues, Board decisions, contact information, and much more. At the same time, we try to be environmentally responsible by limiting the amount of paper copies we make and distribute.

## **E-Newsletters**

**Email is our primary means of communication with you.** A "What's Happening" newsletter and calendar are emailed at the beginning of each month. This lists and explains all upcoming school-wide activities, classroom projects, important due dates and more. All email communications are also automatically posted to our website.

We also post a printed copy of our monthly newsletter on the bulletin boards and will have a very limited supply of paper copies available; paper copies will not automatically go home with your child, so **please be sure to white list us and read your email.** If you are not receiving our email newsletter, be sure to contact us.

Email addresses provided on the Registration Form are automatically added to the email list; anyone else may also sign up for our email news. We highly recommend that caregivers, or anyone else who needs to be aware of changes in our schedule or policies, sign up by following the link on the homepage of the preschool website, or by contacting Administrator Karen Beckman Householder at [kbeckman@highlandspreschool.com](mailto:kbeckman@highlandspreschool.com). Links at the bottom of each email allow you to change your information or unsubscribe.

### Web Site — [www.highlandspreschool.com](http://www.highlandspreschool.com)

The Highlands Preschool web site is designed to both inform the public about our preschool and provide you with current preschool information. On the site, you will find the monthly e-newsletter, our calendar, information on special events, and this handbook.

### Facebook

We have a private parent **Facebook group** at [www.facebook.com/groups/highlandspreschool](https://www.facebook.com/groups/highlandspreschool). This is a great place to stay connected, ask questions, receive event reminders, and more. If you're a Facebook user, be sure to join the group!

We also have a **Facebook page** at [www.facebook.com/highlandspreschoolrenton](https://www.facebook.com/highlandspreschoolrenton), where we post preschool and registration information for potential parents and the public.

### Text and Phone Message Alerts

We will occasionally send out text and/or phone message alerts for important news or due dates. These go to provided cell phones if permission was given on your child's registration form.

### Online Privacy

We may occasionally post a picture on the web site or on Facebook including children. However, we have adopted the following privacy/security policies to protect your children:



1. No picture including an identifiable child's face will be used without parental permission;
2. No picture containing a child will be labeled with any part of that child's name.

We also ask you to follow the same guidelines when posting photos taken at preschool or preschool events that contain any children other than your own, particularly on Facebook. **Please do not post a photo that contains children for whom you do not have specific permission from their parents.** Many parents do not approve of their children's photos being posted online.

## Languages

Highlands Preschool has a diverse population, with children from many different backgrounds. We understand that English may not be read in every home. We recommend use of an online translator, such as [www.online-translator.com](http://www.online-translator.com) to view our website and email communications if needed.

## Suggestion Box

We welcome your input at any time. We provide paper next to our drop box; please feel free to use this paper or your own to make suggestions or comments. Each submittal is addressed in a timely manner, either by the staff or at a Board of Directors meeting. You may submit your comments anonymously, or include your name if you would like feedback.

## Contacting Us

We do not have an on-site office, and administrative staff work from home offices. Email is the best way to reach us whenever you have registration, tuition, or other administrative questions.

- Karen Beckman Householder, Administrator—  
[kbeckman@highlandspreschool.com](mailto:kbeckman@highlandspreschool.com), 425-572-0167
- Erin Kleiber, Bookkeeper—[ekleiber@highlandspreschool.com](mailto:ekleiber@highlandspreschool.com), 425-271-3917

Because the only on-site staff is our teachers and TA, it is important to keep phone calls and other distractions to a minimum. Therefore, the preschool facility has two phone lines:

- **425-255-9422** — This main line connects directly to a message service. If you have a registration, tuition, or other administrative question and cannot email, you may contact the Administrator or Bookkeeper directly or use this number to leave a message. Messages are checked once a week, so please be patient for a return call.
- **425-255-3833** — This classroom line connects directly to the teachers. Use this line only when you need to speak to your child's teacher regarding pick-up, drop-off, illness, etc. ***Please do not interrupt the teachers with administrative questions.***

A wallet-size card with the front door entry code and the facility phone numbers is included in your First Day Packet. Please keep this card with you so that you have the classroom line handy if you need to reach us in an emergency. Extras are available; simply ask the TA at the front door.



# highlands preschool



701 monroe ave ne  
renton, wa 98056

Classrooms: 425-255-3833  
message line: 425-255-9422  
[highlandspreschool.com](http://highlandspreschool.com)