

2019-2020
parent handbook



highlands
preschool



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Welcome

The 2019-2020 school year marks Highlands Preschool's **66th year!** 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 nonprofit 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 Community of Christ, 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 Policies

As a nonprofit, Highlands Preschool admits students of any race, creed, religion, color, national origin, gender, age, marital status, Vietnam era veteran status, sexual orientation, gender identity or disability, 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, creed, religion, color, national origin, gender, age, marital status, Vietnam era veteran status, sexual orientation, gender identity or disability 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, have fingerprint clearance, and pass a TB test. Many staff members have had children attend Highlands Preschool in years past.

Teachers



Melanie Gallagher (PreK), 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 11th year teaching at Highlands Preschool. She is our PreK (4s) **Head Teacher**.

Katie Czerwinski (PreK), 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 eighth year teaching with us.



Katie Lembra (PreK & PS), 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 eighth year.

Shannon MacGillivray (PS & E3) also known as "Mrs. Mac," smac@highlandspreschool.com, has a Bachelor degree in Humanities and Liberal Studies from Western Washington University, trained with us, and has now taught at Highlands Preschool for 17 years. She is our Early Threes **Head Teacher**.



Connie White (PS), cwhite@highlandspreschool.com, has been with us for 26 years! She holds an Associate in Arts degree in Early Childhood Education from Bellevue College and came to us with previous teaching experience. She is our Preschool (3s) **Head Teacher**.

Teacher Assistant

Molly Gerson, mger-shon@highlandspreschool.com, joins us for her first year as our Teacher Assistant (TA). Mrs. Gerson was previously our Substitute TA and served on our Board of Directors. She has a degree in Liberal Arts from Seattle Central Community College.



Administration



Karen Beckman Householder, 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. This is Mrs. Beckman Householder's 19th year with Highlands

Preschool.

Erin Kleiber, ekleiber@highlandspreschool.com, joins us for her seventh year as our part-time Bookkeeper. Mrs. Kleiber holds a degree in Environmental Science from Washington State University and has seven years of prior experience in bookkeeping for schools. She works from her home office.



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 being a volunteer, please contact the Board President or your child's teacher. Following is your 2019-2020 volunteer Board and the services they provide:

- | | |
|-------------------------|----------------------------|
| • President: | Rebekah Spouse |
| • Vice President: | Caitlin Harker |
| • Secretary: | Anita Hong |
| • Treasurer: | Erin Kleiber |
| • Big Room Maintenance: | Jesse Bass |
| • Fundraising: | Christiana Williams |
| • Grounds Maintenance: | Open Position |
| • Pictures: | Open Position |
| • Public Relations: | Open Position |
| • Purchasing: | Julie Libadisos |
| • School Activities: | Lisa Riese |

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.

Early Threes Curriculum 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 Early Threes program includes story time, a daily art project, movement to music, and group activities. These 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. Singing songs
- b. Reciting finger plays
- c. Reading stories
- d. Feeling comfortable expressing ideas
- e. Answering "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. Learning Manners
- 4. Math Development
 - a. Counting numbers 1 through 10
 - b. Introducing shapes and colors
 - c. Mixing colors

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 (3s) Curriculum Activities

The three year old needs to build a sense of themselves as a problem-solving, reasoning individual, 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. This allows the child to gain a greater awareness of his or her 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) Finger plays
 - (7) Building blocks

2. Language Development

- a. Singing songs
- b. Reciting finger plays
- c. Speaking in complete sentences
- d. Feeling comfortable expressing ideas
- e. Introducing letters and sounds
- f. Answering the "Question of the Week"
- g. Learning days of the week
- h. Learning 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. Learning manners
- e. Listening and following directions

4. Math Development

- a. Counting Numbers 1 through 30
- b. Sequencing
- c. Graphing
- c. Patterning
- e. Learning same vs. 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

Pre-K (4s) Curriculum Activities

The Pre-K 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. These allow the child to gain a greater awareness of his/her individuality. Letters and their relation to sound will be introduced. We 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) Using 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. Learning upper and lower case letters and their sounds
 - b. Learning left and right
 - c. Learning top and bottom
 - d. Classifying objects
 - e. Dictating stories
 - f. Learning days of the week
 - g. Learning months of the year
 - h. Patterning
 - i. Sequencing
 - j. Estimating
 - k. Identifying basic shapes
 - l. Learning 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. Clapping rhythmically
8. Social Skills
 - a. Working and playing with others
 - b. Learning 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, Pre-K 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 Preschool, 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 the following shapes: square, triangle, rectangle, rhombus, hexagon, octagon, circle, oval
- Matches shapes or objects based on shape and color

Numbers

- Counts orally through 31 (minimum)
- Counts 10 objects in one-to-one correspondence
- Understands empty and full
- Understands more and less
- Understands and can copy and create simple patterns
- Finds the sum when joining two sets of up to five objects
- Identifies by sight how many objects are in a small group
- Orders three objects by one characteristic, such as smallest to largest

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
- Pronounces own first name
- Expresses self verbally
- Recognizes rhyming words
- Shows awareness of beginning and ending sounds of words
- Identifies children by name
- 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 and next to
- 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 caregivers for 2.5-4 hours without being upset
- Feels good about self
- Demonstrates positive approaches to learning
- Regulates own emotions and behaviors
- Cares for own belongings
- Has positive peer relationships
- Plays with other children
- Follows limits and expectations
- Shares with others
- Talks easily
- Puts away toys
- Stays on task
- Works independently
- Solves social problem

Attendance Absences

For most short absences, you do not need to call the school to report an absence. If your child will be gone for more than one week, such as with a major illness or family trip, please notify your child's teacher **and** the Administrator so that we know to hold your child's spot.

Sign In/Sign Out

Your child must be signed in and out each day by a parent/guardian or other authorized person. Your child's teacher will have a Sign-In/Sign-Out form at your child's classroom. **Please do not leave without signing this form!**

Drop-Off

Drop-off takes place at your child's classroom door. 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 door code provided on the Wallet Card in your First Day Packet or use the intercom.

Teachers will open the classroom doors when class is due to start. AM and Extended Day classes start at 9 am and PM classes start at 11:45 am. Please do not enter a classroom before the teacher opens the classroom 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, we ask that you not arrive prior to 8:55 am for AM classes and 11:40 am for PM classes.

All children must be walked all the way to their classroom and signed in with a full legal signature by a parent or other person you have authorized to drop off or pick up your child. Again, your child's teacher will provide you with the Sign-In/Sign-Out form.

An adult must accompany and stay with your child at drop-off until they are in the classroom. Please do not leave until then.

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

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 that will help them feel secure.
- **Make sure your child gets enough sleep and is healthy.** Most preschoolers need about 11 hours of sleep a night. If your child is tired or not feeling well, it may be better to keep them home.
- **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). Please **do not send** the following:

- **Items that need refrigeration or heating:** Your child's lunch will not be refrigerated or heated, so be mindful that no food items will spoil.
- **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.**

Sharing of food between children is not allowed at snack time. However, 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 so that an individual care plan can be created.

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, Extended Day classes dismiss at 1 pm, and PM classes dis-

miss at 2:15 pm. 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, we ask that you not arrive for pick-up until 11:25 am for AM classes, 12:55 pm for Extended Day classes, and 2:10 pm for PM classes.

Teachers will only release your child to a parent or other 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.** Students must be signed out with a full legal signature by an authorized person to be released. Your child's teacher will provide you with the Sign-In/Sign-Out form. Preschool staff must ask for verification of identity if the person picking up is not well known to them.

Please exit the building immediately after pick-up. Only authorized personnel with proper background checks and accreditation may remain unsupervised 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.*** This number is included on the Wallet Card in your First Day Packet. 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 911 to alert authorities if two hours has passed and no contact has been made with parents/guardians or anyone listed as an emergency contact.

Substance Use and Pick-up

The staff has a duty to protect your child. Staff, parents/guardians, and any volunteers must not be under the influence of, consume, or possess an alcoholic beverage, marijuana, or any illegal drug while on preschool premises.

Staff, parents and volunteers must not smoke inside the building, on the premises outdoors, or in view of children.

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. For example, our mail carrier will not deliver our mail if the mailbox is blocked in any way.

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.**

Health Policies

We have a comprehensive Health Policy which may be viewed online at www.highlandspreschool.com/documents/HealthPolicy.pdf, or you may ask to view a printed copy in the preschool office. Following are the important highlights for parents.

Authorization to Administer Medication

If your child needs an EpiPen, inhaler, Benadryl, or any other medication kept or administered at preschool, whether prescription or non-prescription, 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 provided in the original container.

All medications are stored in a container inaccessible to children and away from heat, light, food, and sources of moisture or contamination. Medications are stored according to the specific manufacturer's or pharmacist's directions and in a manner to keep external medications separate from internal medications. All controlled substances are stored in a locked container.

If staff administer the authorized medication, you will receive a copy of a Medication Administration Report.

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 a life-threatening condition, Washington State law requires that a care plan, including medi-

cation 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 care 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), or 3) proof of membership in a church or religious group that does not allow health care to a child.

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:

1. **Keep your child at home**, or they will be sent home, if 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**.
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:

- Fever of 100° or higher and accompanied by diarrhea, vomiting, earache, headache, signs of irritability or confusion, sore throat, rash, or fatigue that prevents participation in regular activities.
- Vomiting (2 or more times within 24 hours)
- Diarrhea (3 or more water stools or one bloody stool within 24 hours)
- Communicable skin infections such as impetigo, pink-eye, and scabies (child may return 24 hours after starting antibiotic treatment)
- Open or oozing sores, unless properly covered with cloths or bandages
- Lice or nits (children may not return to school until they are free of lice and nits)
- Sick appearance, not feeling well and/or not able to keep up with program activities

If staff notices that your child exhibits any of these symptoms while at preschool, we will isolate them from the other children within view of the staff and call you or another authorized person to pick up your child. You will receive a copy of a completed "Notice of Symptoms of Illness Report."

You do not need to notify the preschool if your child will miss preschool for one week or less due to illness (unless because of a contagious condition); simply keep them home. If your child will be absent for more than one week, please let your child's teacher know.

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.

Pesticide Policy

We are dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for our children. In order to control pests, we attempt to **prevent** any infestation by educating our staff on the following:

- Taking out trash daily, or more as needed
- Cleaning indoor trash cans regularly
- Keeping outdoor trash cans covered
- Keeping grounds clear of food and rubbish
- Cleaning and sanitizing all surfaces used for eating after meals
- Using and repairing window screens and door sweeps
- Monitoring pests

We also have pesticides applied monthly by a professional service to the outdoor landscape to control rodents, ants, and spiders. Application is made on a Friday afternoon, after school has adjourned, allowing more than 48 hours after application before any children or

staff are on site. Should it become necessary to make an indoor or outdoor application with less than 48 hours before children or staff are on site, we will notify families and staff at least 48 hours before the application via email and post signs on the front door and on each classroom door. We do not store any pesticides in the building or on the grounds.

Safety Policies Accidents and Injuries

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

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.

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.

Parents have free access to all preschool areas used by your child while your child is in class at preschool without prior notice. However, you must remain supervised by preschool staff at all times that class is in session, including in the restroom and hallways/common areas. If we are unable to provide supervision for you and maintain our child-to-staff ratios, you may need to choose if you wish to exit the building or take your child home with you.

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.

Pet Policy

We do not have any animals on site, and we do not allow any animal visitors at any time inside the building or on school grounds. If you bring a pet with you during drop-off or pick-up, the animal must stay securely in your car at all times.

Service animals being legitimately used by a person with a disability are allowed, as long as the animal's behavior does not pose a direct threat to the health or safety of others. The supervision and care of the service animal is the responsibility of the animal's owner.

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.

Disaster/Crisis Plan

We have a comprehensive Disaster/Crisis Plan which may be viewed online at www.highlandspreschool.com/documents/DisasterPlan.pdf, or you may ask to view a printed copy in the preschool office. Following are the important highlights for parents.

Emergency Drills

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, closed, or on limited bus schedule, 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, and posted on the district's Facebook and Twitter sites. Highlands Preschool will not normally send out notices about school closures. You may sign up for automatic school closure notifications on such sites as King5.com.

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. Adequate staff will stay until every child has been picked up.

Child Abuse Reporting Law Requirements

Preschool staff are required by Washington State law to report immediately to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

Preschool staff may not be able to notify parents when the police or Child Protective Services are called about possible child abuse, neglect, or exploitation, depending upon the recommendation of Child Protective Services.

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

As 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.

Behavior Management and Guidance

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 use indirect guidance techniques:

- We give advance notice: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in the quiet corner."
- We have a regular routine: "We always pick up toys after Big Room time. After Big Room is snack time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking if the child remembers what we asked, and then offer to help the child do what was asked.
- We are consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

- We use positive statements: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"
- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solu-

tions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down, or I can choose one for you."

If a child is unable to demonstrate self-controlling behavior, a brief time out results for the child to regain control. Time out occurs only when other measures fail, and is used as an opportunity for the child to regain self-control, not as a punishment.

By law, and by program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling ("bad," "naughty," etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden on the premises by anyone, including parents.

Some negative behavior is best ignored, since its goal is often to get attention. This technique can be used for some of the things children do, but would not be used with unsafe or hurtful behavior.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the preschool temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool enrollment.

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. Your child's teacher will also contact you to discuss any negative behavior patterns or concerns if needed.

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**. Please make a note of this number or bookmark this page for tax season. We are no able to respond to the many individual requests for this number.

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 chart 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:	\$1,620
2-Day (ThF) classes, AM or PM:	\$1,485
3-Day (MTW) classes, AM or PM:	\$1,710
5-Day (M-F) classes, AM or PM:	\$2,925
2-Day (ThF) classes, Extended Day:	\$2,295
3-Day (MTW) classes, Extended Day:	\$2,610
5-Day (M-F) classes, Extended Day:	\$4,500
3-Day (MTW) Extended Day+2-Day (ThF) AM or PM:	\$3,870
3-Day (MTW) AM or PM + 2-Day (ThF) Extended Day:	\$3,735

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.

Monthly Installment Rates	
All Early Threes classes:	\$180
2-Day (ThF) classes, AM or PM:	\$165
3-Day (MTW) classes, AM or PM:	\$190
5-Day (M-F) classes, AM or PM:	\$325
2-Day (ThF) classes, Extended Day:	\$255
3-Day (MTW) classes, Extended Day:	\$290
5-Day (M-F) classes, Extended Day:	\$500
3-Day (MTW) Extended Day+2-Day (ThF) AM or PM:	\$430
3-Day (MTW) AM or PM + 2-Day (ThF) Full Day:	\$415

Making Payments

Monthly tuition installments are due by the 1st of each month.

You may pay tuition via PayPal from our website at 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 | "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.

Tuition for Extended Absences

Please be sure to notify your child's teacher and/or the Administrator if you know your child will be absent for more than a few days. For most absences, tuition is still payable in full.

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 1st of that month.

Registration Payments

Registration/Supply Fee

A registration/supply 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. Only one registration fee is required per child per year.

Last Month's Tuition Installment Payment

Either the full yearly tuition or the last month's (May 2020) 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 after the year has begun and starts on or after the 15th 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 10th of the month. A late notice will be sent after the 10th 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

We want your child to be able to stay in preschool. 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 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. Please contact the Administrator or your child's teacher for a Withdrawal Form. If a form is not submitted, a half month's tuition installment will be due in addition to any outstanding tuition.

If your child's last day is before the 15th 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/supply fee is always non-refundable or transferable. The prepaid May 2020 tuition installment is fully refundable/transferable until **January 1, 2020**; a Withdrawal Form must be submitted and the student must stop attending by January 1, 2020 for a refund of prepaid tuition. Prepaid tuition is nonrefundable and not transferrable after January 1, 2020.

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, 425-255-9422, kbeckman@highlandspreschool.com
- **Erin Kleiber**, Bookkeeper, 425-271-3917, 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. 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 2019-2020 holidays include:

- **Monday, September 2**—Labor Day
- **Monday, November 11**—Veterans Day
- **Thursday, November 28 & Friday, November 29**—Thanksgiving Break
- **Monday, Dec. 23-Friday, Jan. 3**—Winter Break
- **Monday, January 20**—Martin Luther King, Jr. Day
- **Monday, February 17-Friday, February 21**—Mid-Winter Break
- **Monday, April 6-Friday, April 10**—Spring Break

Professional Teacher Days

Following the Renton School District calendar, there will be three Professional Teacher Days, scheduled for Fri-

day, October 11, Monday, December 2, and Monday, March 16. 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. Please note that the Renton School District is taking an additional Professional Teacher Day off in November 2019; however, Highlands Preschool will be in session on this day.

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 Storybook 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.

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 the fall, and a Trike-a-thon fundraiser and family fun day on **March 28, 2020.**

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 everyone 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.

All classroom curriculum, art projects, lessons and activities are nondenominational and will not reflect any religious beliefs, although they may reflect cultural and holiday practices. Please speak with your child's teacher if you do not wish for your child to participate in any specific cultural or holiday practice. Your wishes will always be honored to the maximum extent possible.

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**. Pre-school 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 an at-school performer 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.

2020-2021 Registration

Registration for next school year begins early in 2020. Some classes fill quickly, so be sure to mark your calendar now:

- Current Board members may start registering on **Thursday, January 9 at 7 pm**.
- Returning families who currently have a child in the preschool, or have had previously, may start registering on **Thursday, January 30**.
- New families may start registering on **Thursday, February 6**.
- Registration is then conducted on a first-come, first-served basis.

Graduation

PreK ("4s") classes only will have a low-key graduation ceremony on **Wednesday, May 13**. Preschool ("3s") and 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 20.

Picnic

An all-school picnic will be held at the end of the school year on **Thursday, May 14** 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 21.

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 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 Early 3 to 5. Weekly activities include games, crafts, outdoor and indoor play, and learning activities. Online registration for Summer Camp begins at **8 am on Monday, March 9, 2020** 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. Links at the bottom of each email allow you to change your information or unsubscribe.

Web Site —

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. 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, where we post preschool and registration information for potential parents and the public.

Text 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.

Classroom Information

We do not routinely schedule parent-teacher conferences; however, you are welcome to schedule a meeting with your child's teacher to discuss their progress at any time. Your child's teacher will contact you if there are any concerns. Each grade level posts monthly unit topics, art projects, and other curriculum information in the monthly "What's Happening" e-newsletters.

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 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 submission 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 Administrator

Our Administrator is on-site during normal preschool hours, 9 am-2:15 pm, and may be contacted in person, by email, or by phone during those hours.

- **Karen Beckman Householder, Administrator**
kbeckman@highlandspreschool.com
425-255-9422

Bookkeeper

Our Bookkeeper works part-time from a home office. She may be contacted via email or phone at any time; however, due to her part-time hours, please allow a little extra time for a response.

- **Erin Kleiber, Bookkeeper**
ekleiber@highlandspreschool.com
425-271-3917

Teachers and Teacher Assistant

Because it is important to keep phone calls and other distractions to a minimum inside the classrooms. Therefore, the preschool facility has two phone lines:

- **425-255-9422** — This main public line is for registration, tuition, or other **administrative questions**.
- **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 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 Teacher Assistant at the front door.