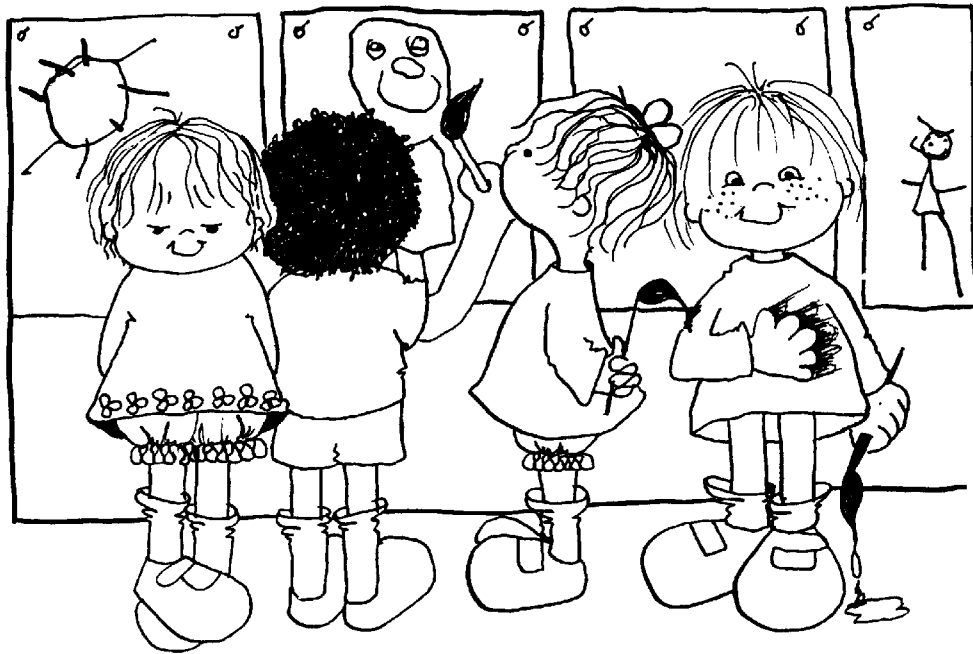


# *PARENT HANDBOOK*



*ARROWHEAD INGLEMOOR PRESCHOOL*

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## **WELCOME**

Welcome to Arrowhead Inglemoor Preschool. This hand-book is designed to answer some of your questions and to be a resource for you.

### **Our Goals**

We seek to

- ...help each child grow socially, emotionally, mentally, physically, and spiritually.
- ...to assist each child in sharing, working independently, working together, following directions and listening.
- ...to provide a variety of learning experiences in a safe, loving environment in which each child is special.
- ...to be a bridge between the child's home environment and future schooling.
- ...to nurture each child to develop a close relationship with Jesus as Savior and Lord.
- ...to offer encouragement and support to preschool families through education and spiritual growth

### **Nondiscriminatory Policy**

Arrowhead Inglemoor Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs, and other school administrative programs.

## Classes and Programs

The school year begins in September and concludes in May before Memorial Day Weekend. The school calendar will coincide with the Northshore School District's calendar with regard to vacation and holidays unless otherwise determined by the Preschool Board. We have five to six events during the school year where our preschool families are invited to attend. With the exception of "Mother's Night" and "Father's Night", extended families and friends are welcome to attend!

October: "Mother's Night"  
December: "Christmas Program"  
March: "Father's Night"  
May: "Closing Program"

Arrowhead Inglemoor Preschool offers three different programs.

- For children turning 3 no later than August 31<sup>st</sup> of the school year, we have a two day a week Preschool program. The class is from 9:00-11:15am on Tuesdays and Thursdays
- For children turning 4 no later than August 31<sup>st</sup>, we have a three day a week Prekindergarten program. The class is from 9:00-11:30am on Mondays, Wednesdays and Fridays.
- We also offer a 3 day a week Prekindergarten class for children who have turned 5 but are not quite ready for Kindergarten. This class is from 9:00-11:30 on Mondays, Wednesdays and Fridays.

\*\*Extended care is available for the Prekindergarten classes on Mondays and Wednesdays from 11:30am-1:00pm. This is an enrichment program that gives families some extra preschool time if needed. Children need to bring their own lunch and beverage.

## Emergency Closures

If Northshore schools close due to snow or inclement weather, our preschool will also close. If Northshore starts late, our classes will begin later, at 9:30am with pick up at the normal time. Our preschool is not owned or operated by the Northshore School District. Therefore, if Northshore announces no Preschool or Kindergarten, it does not apply to Arrowhead Inglemoor Preschool!

We will be closed only if the Northshore School District **closes**.

"Snow Days" will not be made up at the end of the year unless a full week schedule of all classes occurs. (If the MWF class misses 3 days and the TTH class misses 2 days, then we will go an extra week at the end of the year.)

## Tuition

**Tuition is due the first school day of each month**, or can be prepaid quarterly or annually. Costs for the year have been equally divided so that monthly tuition remains the same each month. We are not able to grant reduction in tuition for days missed due to illness or family travel. (Please use your payment slips when paying your tuition so your payment goes to the proper account!)

Extended Care is available for the MWF fours and MWF fives programs and must be contracted for the year to allow us to staff and plan the program. Enrollment later during the year would depend on space availability.

If tuition is not paid by the 15<sup>th</sup> of the month, a \$20.00 late payment fee will be charged. If monthly tuition is not paid by the end of the month, your child will not be admitted to class until payment is current. Their spot will not be held open for them.

Tuition payment for May must be paid no later than the 15<sup>th</sup> of May or your child will not be admitted to class.

Tuition must be current to register for the next year.

\*\*There is a \$20.00 charge to NSF checks.

We require written notice of withdrawal two weeks in advance. This allows the school the opportunity to inform those who may be waiting for an opening.

## Conferences

Parent-Teacher conferences are scheduled for late January. Conferences are limited to 15 minutes to be able to accommodate all the families. Conferences are held during preschool hours with your child's "home room teacher" in your child's "home room." (There is no regular preschool that day) However, any time during the year you need to talk to meet about your child, we would be happy to meet with you after class. The preschool office is open 8:00am-4:00pm Monday through Friday. Please feel free to call or email to set up an appointment.

## Health and Safety

### Illness

Please do not send your child to school with a fever, diarrhea, undiagnosed rash or irritated eye. If your child vomited, had a fever or diarrhea in the last 24 hours, please keep them home. If your child is listless and “not feeling well” they will be pretty miserable at preschool.

If your child has a contagious disease, please inform the school so that we can alert parents to possible symptoms and prevent the spread of disease.

### Medication

Medication should always be given at home. Never send a child with medication in their bag, even if its just cough drops! If your child needs medication while at preschool, (such as an epi-pen) you would need to fill out a “medication form” and discuss it with the director. Medication would need to be in its original container and the “form” signed by a doctor.

### Injury

First Aid Kits are located in each classroom. Injuries are recorded in the Log Book located in the Art Room. “Owie” notes are sent home for minor injuries. If the injury is more serious, the parent is called and an “accident report” filled out. If REAL serious, we call 911 and then the parent. We cannot transport the child ourselves.

### Disaster Preparedness

We teach the children fire safety and practice our “fire drill” during that unit. We also discuss and practice earthquake and emergency procedures. If such an event occurred we would evacuate the children to the church parking lot, our grassy empty lot, or our church sanctuary, depending on what the emergency was. Staff would stay with children until they are all picked up. We have disaster kits on site as well as the church supplies.

## **Appropriate Dress for Preschool**

Please dress your child comfortably for the preschool day. They will be painting, gluing, climbing, etc so they will get their clothes dirty! Avoid belts, overalls and clothes that are difficult to get off when using the bathroom. Send them in sturdy, comfortable shoes. Please avoid flip flops, slippery soles, platforms and laces that won't stay tied. These can be very hazardous on the playground.

Our Tues/Thurs class is encouraged to send a change of clothes (including socks!) for the first few months of school. Children should be potty trained but accidents can still happen! If you think your child might have an "accident" during preschool, you can send them in a "pull up" (send extra in their bag). It is only for a few hours and can save clean up and embarrassment.

Always send a coat or jacket during cooler weather. Even if we don't go outside to play, waiting for parents to pick them up can get pretty cold!!

## **School Bags**

Your child's school bag is very important to our program. It needs to be big enough to hold their art projects and papers coming home, but not big enough to trip over! Decorating it and putting your child's name on it helps us identify it and your child as we are learning their names! Their bag gives them a sense of pride and organization! We check the outside of their bags when they arrive for notes or payments. We appreciate it if you clip or pin those to the outside of the bag. Please try to remember their bag every day.

## **Show and Tell**

Our Prekindergarten students are encouraged to bring a Show and Tell item each week. Show and Tell is on Wednesdays unless noted differently on the calendar. Children are encouraged to bring something starting with the letter of the week. (It is easier when it fits into their school bags!)

This can be an educational time not only at school but at home as you discuss the letter, it's phonetic sound and possible choices. Aside from Show and Tell, we ask that toys are not brought from home during preschool time unless specified on the calendar.

## Snacks and Superstar Days

Snack Time is a favorite part of the preschooler's day! We have snack every day at about 10:15am. Our "helpers" pass out napkins and cups and our "line leader" chooses the prayer. We appreciate any supplies that parents can donate to help us out!

Once during the year you are asked to bring snacks for your child's "Superstar Day." This day is scheduled on or around your child's birthday or half birthday. We ask that you...

- Bring enough snack for the entire class (33 + teachers, so, if you plan on 37 that will be enough)
- Send both snack and juice/drink. We prefer that you don't send juice boxes (lots of waste, hard to open, environmentally bad and juice squirts out!!)
- Please send healthy snacks such as:
  - Fruit: grapes, 1/3 banana, 1/4 apple, raisins, small fruit kabobs (please don't send whole fruit for the teacher to cut)
  - Granola bars, crackers and cheese
  - Zip lock bags with finger foods such as goldfish, raisins, popcorn, cereal, fruit snacks, chocolate chips, m&ms...
  - Cookies or muffins
  - Vegetables such as carrot sticks or celery

### **PLEASE DO NOT SEND:**

**\*\*Peanut products!** Please take a minute and read the ingredients. We are seeing more and more peanut allergies and would like to avoid peanut products.

**\*Cupcakes with Icing!** Please no cupcakes with icing – VERY MESSY!! (And they usually just eat the icing)

**\*Cake!** Cutting, handing it out and eating it is a nightmare with 30+ children!

\*If you send "fruit snacks" or "fruit roll ups," please send something else as well (like crackers) since they are not very filling.

\*"Healthy Food" does not mean that you can't send cookies, etc. We would just like to avoid any **candy**, gum or very sugary snacks.

**\*\*\*If your child has food allergies, you need to send their own snack with them. Please label it with their name.**

## Arrival and Departure Procedures

For the safety of our children, please follow our drop off and pick up procedures!

### Dropping Off

Whether it is for arrival or departure, if you are the first car to arrive, please do not pull up any further than the playground fence to wait. As the rest of the cars arrive, they should form a line around the perimeter of the parking lot. The teachers will come out at 8:55am to begin unloading the children. Teachers will motion you to move forward. Please move all the way forward (first car to the mailbox) so we can fit 3 cars in front of the preschool rooms. **Set your car in park and put on the emergency break.** Teachers will unload your child from the car. If you want to get out and assist that is fine! Teachers will walk your child to the building. Once the children are in the building, you can proceed out of the parking lot. If the car in front of you is not done unloading yet, please do not be impatient and pull around them! If we think it's going to take awhile and it is safe, we will motion you to pull out and around them.

If you are walking your child in, please park on the street and enter through the "breeze way" between the church and preschool building. You can bring them into the building through the "Play Room" door (make sure the teacher is aware that they have arrived before you go!), or walk them around to the "Art Room" and "Story Room."

### Pick Up

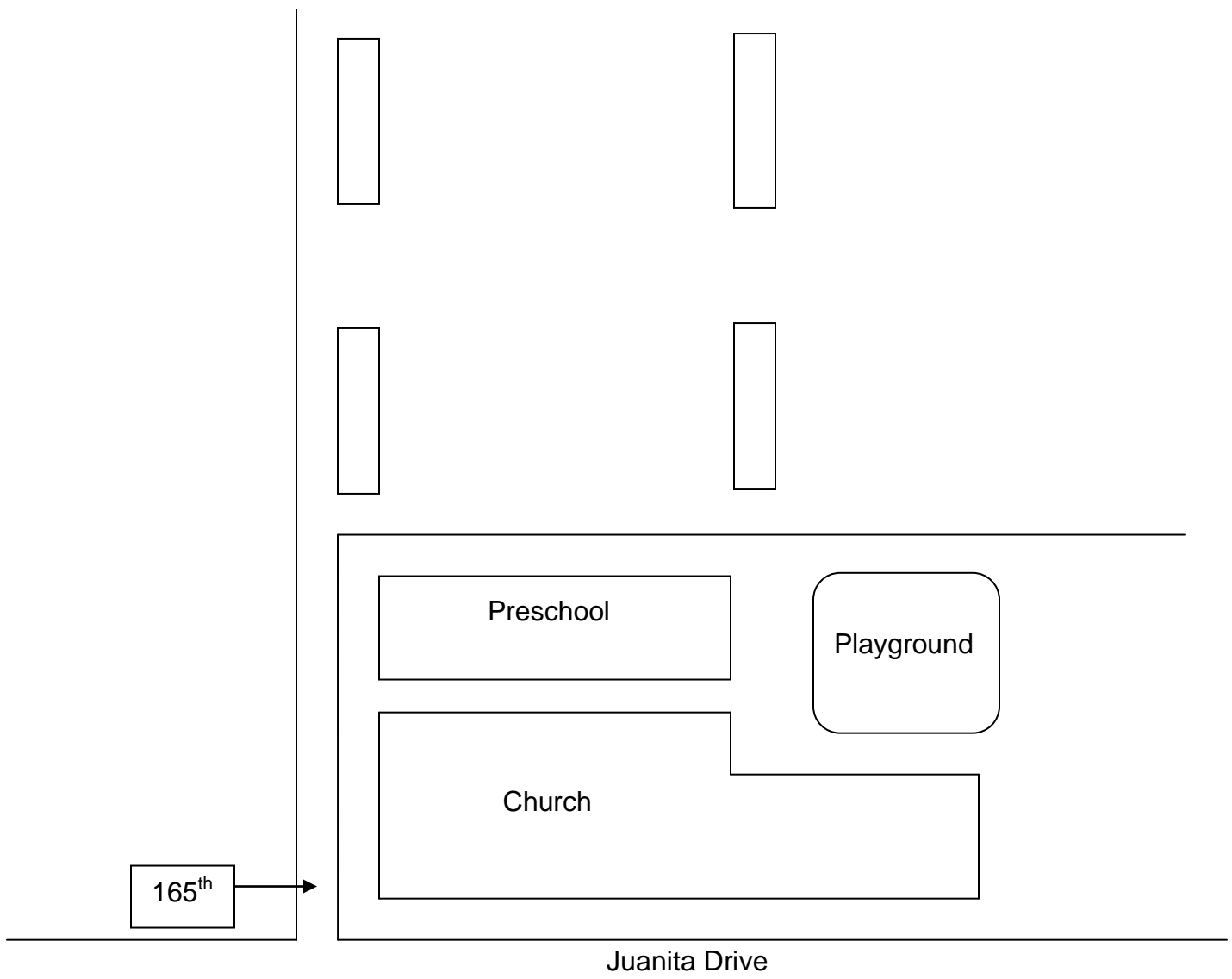
We use the same procedure for pick up as we do drop off. We will bring the children outside and have them sit on the benches under the preschool windows. Please do not pull your car forward until the teacher motions you to do so. (We wait until the children are "ready" and it is safe.) Be sure and hold up your "car tag" (given to you at orientation) with your child's name on it so we know who you are picking up. Please continue to show your "car tag" even after we know you and your car, there are so many vans and cars that look alike! We also can't always see you in the car because of the glare, so the "car tags" are very helpful.

Please follow the same procedure if you are parking and walking to pick up your child. Park on the street and walk through the breezeway around to the front of the building. Please wait at the end of the building and we will bring your child to you.

## Parking Lot Procedures

For the safety of our children, please follow the map below. If you are the first car to arrive, please do not pull up any further than the playground fence to wait. Please pull up 3-4 cars at a time when the teacher signals to you that they are ready.

On those occasions when you would like to visit with the teachers, please park and wait until the other children have been safely loaded into the cars. Thank you for your patience and consideration.



Please do not bring your child into the preschool building early. The teachers are busy preparing for the morning and it's also not fair to the other parents who are waiting. If you need to pick up your child early, just let the teachers know so they can have their things ready. If you need to talk to a teacher, please wait until all the children have been safely loaded into the cars. Then you can come into the building with your child to talk. It is very difficult to talk at the arrival time when the children are coming in. They need all our attention! Please put any messages in writing. It's very hard to remember a verbal message when we are busy loading/unloading children!

All these rules are for your children's safety and to help our program run smoothly. Our primary concern is that there is no movement **across** the parking lot when we are loading and unloading the children.

You can also help by placing your child's car seat on the left side of your car so they are closer to the preschool building. When we are loading them, please do not wave or call to your child before we have started to bring them to you.

Because there is often other activity going on at the church, be aware of "foot traffic" across the parking lot. (Tuesday morning watch out for our "Quilting Ladies.")

## **Discipline**

Since preschool is usually one of the first experiences your child has with a school setting, everything needs to be learned. Our expectations reflect that perspective and we spend the beginning of the preschool year learning guidelines and routines. We try to give the child words to use, while building empathy and kindness. Our approach to discipline reflects this using a positive approach and "re-direction." We give them language and reasoning to resolve conflicts. Sometimes the incident just needs to be "talked out." If the situation becomes serious, a time out is used. If behavior becomes a problem, we conference with the parents to come up with a behavioral plan.

## **Field Trips and Parties**

On Orientation Day you can sign up to help with the field trips and parties over the year. If you sign up to “coordinate” a party, the teacher will give you information, guidelines and suggestions. If you sign up to be a “helper,” you will be contacted by that coordinator about how you can help or what you can bring.

If you sign up to drive for a field trip, be sure we have all the insurance information (on the back of your child’s enrollment form). The teacher makes up a driver list using the orientation sign up list. We will send this driver list home with your child prior to the field trip. Let us know of any changes in your plans so we can make adjustments. On the field trip day we follow the same drop off and pick up procedures (except field trip drivers drop their children off and then park and we start loading car seats into their cars)! After everyone has arrived, the teacher meets with the drivers to go over instructions and maps. After that, we start loading the children into the cars and away we go! We appreciate so much everyone’s willingness to make these special occasions happen for the children!

## **Curriculum**

Our curriculum has developed and evolved over the years to meet the needs of the children and families of our community. We strive to engage the whole child in language, literature, music, art, creativity, large and small muscle, self help and social skills development. Above all, our curriculum goal is for the child to have fun, make friends and love “school” in a Christian environment.

\*\*See “Our Preschool Day Activities” handout.

## **Religious Curriculum**

“I am Special” is our program for the three year olds that teach religion readiness. We also begin some basic Bible stories as well as learning about prayer and worship. We use the “Read Aloud Bible Stories” by Ella Lindvall. Our four and five year olds will be learning the stories of the Old Testament during the fall months. December through May we will be learning about the birth, life and ministry of Jesus. We use the “Beginners Bible” by Karen Henley for our lessons. All the classes will participate in a monthly “chapel” time. During this time they will have a special lesson given by the preschool director or pastor in our church sanctuary.

## Epiphany Lutheran Church Invites You!

You are warmly invited to join us in worship and education opportunities.

Sunday Morning Worship  
8:00am and 10:30am  
Followed by Coffee Hour

Sunday Morning Education  
(For all ages)  
9:15am

Epiphany Lutheran Church began in Kenmore in 1959. Together with eight million Christians we share a commitment to bring the Gospel of Jesus Christ to the "whole person" throughout the world. Since 1986, Epiphany has owned and operated Arrowhead Inglemoor Preschool as an extension of its ministry. If you do not have a church home, please know that you are welcome here!

