



# St. Luke 4yr Old Preschool & Extended Day Program

*Parent Policy Handbook*

## **OUR MISSION**

**"With Catholic values and tradition,  
educate the whole child to lead as Jesus leads."**

Lead Teacher: Cindy Lutovsky [clutovsky@stlukeshoreline.org](mailto:clutovsky@stlukeshoreline.org)

Director: Amy Yarno [ayarno@stlukeshoreline.org](mailto:ayarno@stlukeshoreline.org)



Welcome! We are so glad you have joined us. Our 4yr Old Preschool and Extended Day program is licensed by the State of Washington for children ages 4-5 years of age (not enrolled in Kindergarten).

Please read through this policy handbook for valuable information regarding your child's school. **Please return the last page of this Parent Policy Handbook to school along with all required forms at the Welcome Picnic on Tuesday, August 25th or the first day of school on Tuesday, September 1st.** All forms are required by the Department of Early Learning (DEL) and St. Luke Preschool before we can take your child into care.

### ***Philosophy***

***Our mission:*** "With Catholic values and tradition, to educate the whole child to lead as Jesus leads"

**"WITH CATHOLIC VALUES AND TRADITION, EDUCATE THE WHOLE CHILD TO LEAD AS JESUS LEADS."**

**We Believe** that a quality Catholic education teaches the whole child spiritually, emotionally, academically, and socially.

**We Know** that faith formation is a continuous collaboration between the school, the family, the student, the church, and our community.

**We Understand** that academic instruction and assessment must address the diverse needs and learning styles of all children.

With an emphasis on academic excellence, an education at St. Luke School forms the foundation for tomorrow's Catholic Christian Leaders.



## Attendance:

Children must be signed in and signed out by an authorized person daily. Full signature and time must be noted each morning and afternoon.

Children will only be released to those on the Emergency Contact / People Authorized to Pick Up form. You may add additional people authorized to pick up your child any time during the year. ***We cannot legally release a child to an unauthorized individual.***

School doors open at 8:20am. **Please do not arrive before this time.**

School begins at 8:30am, so please arrive between 8:20am - 8:30am. Parents should call or email before 8:30am if their child will be arriving late or will not be attending that day. Please call 206-542-1133 or email Mrs. Lutovsky ([clutovsky@stlukeshoreline.org](mailto:clutovsky@stlukeshoreline.org)) and Mrs. Max ([mmax@stlukeshoreline.org](mailto:mmax@stlukeshoreline.org)) in the front office.

The 4yr Old Preschool Program runs from 8:30am-11:30am. If you are picking up your child at 11:30am please come into our classroom and sign your child out. Any parent arriving later than 11:40am is subject to a late fee of \$5 for the first five minutes and then \$5 for every minute after 11:45am.

The 4yr Old Preschool & Extended Day Program follows the St. Luke calendar and runs from 8:30am-3:00pm on Monday, Wednesday, Thursday, Friday and from 8:30am-2:00pm on Tuesday (please see the St. Luke calendar for all early release days and times and holidays). If you are picking up your child at 3:00pm please come into our classroom and sign your child out. Any parent arriving later than 3:10pm is subject to a late fee of \$5 for the first five minutes and then \$5 for every minute after 3:15pm.



## **Behavior Management:**

Families are often concerned with discipline. We have a few guidelines when dealing with behavior management:

We use indirect guidance techniques:

- Give advanced notice: "There are 5 more minutes of play before cleanup."
- Choices: "You may play with this group or sit quietly and look at a book."
- Routine: We always wash our hands before snack and lunch etc.
- Consistency: We try to do the same things every day so children know what to expect

We use direct guidance techniques:

- Positive statement: "Use your walking feet indoors." instead of "DON'T RUN"
- Talk at eye level: To get the child's attention we get down to their eye level and make eye contact.
- Try to be fair: We make sure our expectations are age appropriate.
- We avoid arguments by following through with solutions 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."

We also use a reward/consequence system of a sticker chart. Children earn stickers for following directions, making good choices, going above and beyond what is asked of them. They also lose stickers for bad choices. Once a child has earned 10 stickers they get to pick something from the treasure box.

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, or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

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 center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of attendance, examples: biting, hitting that leaves a mark, repetitive hurtful behavior towards another child.



### **Child Abuse:**

By law we are required to report suspected child abuse, neglect or exploitation to Child Protective Services (CPS) or local law enforcement immediately.



### **Clothing:**

Proper uniform is to be worn at all times except on free dress days (see St. Luke School calendar).

On free dress days please wear appropriate attire.

No sandals, flip flops, or boots are allowed. Rain boots are allowed to and from school, however, please pack another pair of shoes for during the day.

**WEATHER:** Dress for the weather. We go outside every day regardless of weather and temperature so please send your child to school with proper outdoor clothing.

As the weather becomes colder, please teach your child how to put on and zip up their coats and put on mittens. We strive for independence in everything we do in our class.

***Please make sure your child's coat and any free dress clothes have no drawstrings in the hoods.***



### **Communicable Disease Reporting:**

Licensed facilities are required to report communicable diseases to their local health department. For a complete list of reportable diseases please refer to handout included in this packet.



### **Conferences:**

We will hold conferences in November and as needed or requested. During conferences we will look at collected work, review progress, and discuss the readiness and transition to Kindergarten. If you would like to set up a conference outside of the regular conference time, please email the lead teacher so one can be set one up. Time is too short during the day within our schedule to meet on the spot so a scheduled time is more desirable.



### **Cultural Awareness:**

We welcome the learning of all cultures and traditions. Children thrive when they have the opportunity to learn about how others live and realize that there are children all over the world doing the same thing they are. If you or someone in your family has something to share with us, please contact us to make arrangements as we would love to make time for you.



### **Disaster Plan:**

We will practice fire drills monthly and lockdown and earthquake drills every trimester. In the event of an actual emergency we will follow St. Luke School procedures. Fire drills, the lead teacher and aide will lead the students out of the building promptly and silently and line up on our identified line in our school parking lot. We will stay there until advised it is safe to enter the school. During lock down drills we will follow instructions directed to the lead teacher and aide via intercom or email. We will remain in our classroom with blinds closed, lights off, and remain quiet until we are advised it is safe to resume. During earthquake drills we will drop and get under a table holding onto a table leg to ensure the table stays put and remain there until shaking has stopped.

**In the event of an actual emergency the above disaster plan will be followed. We will provide an out of state contact, in the parent handbook, at the beginning of the school year for you to call in the event that you are not able to contact St. Luke School.**

During all drills and actual emergencies the teacher and aide will have an emergency backpack with them that contains a first aid kit, emergency contact information for your child so we may contact you, and attendance will be taken within our class and submitted to the school principal for a full school count.



Tuition will be collected via FACTS. You will set up your FACTS account upon registration with St. Luke School. In parish rates for the AM 4yr Old Preschool Program (8:30am-11:30am\*) is \$4,540 and out of parish is \$4,970. In parish rates for the PM Extended Day Program (11:30am-3:00pm\*) is \$3,400 and out of parish is \$3,730 \*Rates are subject to change. \* Please see the St. Luke calendar for all early release days and times and holidays.

A \$200 non-refundable registration fee is due at time of registration to St. Luke School.

Late fees are established as follows:

The AM 4yr Old Preschool Program runs from 8:30am-11:30am. Any parent arriving later than 11:40am is subject to a late fee of \$5 for the first five minutes and then \$5 for every minute after 11:45am.

The 4yr Old Preschool & Extended Day Program follows the St. Luke calendar and runs from 8:30am-3:00pm on Monday, Wednesday, Thursday, Friday and from 8:30am-2:00pm on Tuesday (Please see the St. Luke calendar for all early release days and times and holidays). Any parent arriving later than 3:10pm is subject to a late fee of \$5 for the first five minutes and then \$5 for every minute after 3:15pm



There are no offsite field trips. We will have field trips within the school to see an assembly, attend church, or do an arts/crafts activity with older students. Occasionally we may bring someone in to share a special talent and/or teach us something.



When children are in our care, staff members with current training in CPR and first aid are with each group. Our first aid kits are inaccessible to children and located in a cabinet behind the teacher's desk and in our Grab 'n Go backpack.



## Forms:

All forms must be completed prior to the first day of school. If we are missing any forms we cannot care for your child until those forms are turned in.

### **This is our form checklist:**

Registration for Preschool and Extended Day

Application for Admission

Certificate of Immunization Status (CIS)

Emergency / Health Information

Emergency Contact / People Authorized to Pick Up

All About Me

Consent to Medical Care and Treatment of Minor Children

Signed and dated last page of Parent Policy Handbook

Health Care Provider's Allergy / Intolerance Report (if applicable)



## Immunizations:

To protect all children in our care, our staff, and to meet state health requirements, we only accept children fully immunized for their age\*. We keep your child's Certificate of Immunization Status (CIS) on file to show the Department of Health and the Department of Early Learning (DEL) that we are in compliance with licensing standards.

Your child's Certificate of Immunization (CIS) card must be turned in prior to school starting. A letter or printout of immunizations from your child's doctor will not be accepted.

\*Children may attend school without an immunization:

- When the parent signs the back of the CIS form stating they have personal, religious or philosophical reasons for not obtaining the immunizations(s)

**OR**

- The health care provider signs that the child is medically exempted

*Children who are not immunized will not be accepted for care during an outbreak for diseases that can be prevented by immunization. This is for the un-immunized child's protection and to reduce the spread of the disease. Examples are a measles or mumps outbreak.*





### **Meals and Snacks:**

Please supply a daily morning snack and drink for your child. This must be something healthy, no cupcakes, cookies, brownies, etc. Please provide the snack in a container easy for your child to open and something they enjoy eating.

**Extended Day program students:** Please send in a morning snack and a lunch for your child. Please be sure your child's lunch box is clearly labeled on the outside with their name. Be sure the food inside is well chilled (use ice packs) and a balanced meal (protein, fruit, and vegetable).

Food brought from home for your child's lunch and morning snack must meet USDA food guidelines found here:

<http://www.cnpp.usda.gov/dietaryguidelines.htm>

We will provide an afternoon snack for those students in the Extended Day program. If your child has a food allergy please provide an afternoon snack for them. Our monthly snack calendar is posted on the Here's the Scoop board in our classroom.

There is the option of ordering and buying hot lunch through St. Luke's hot lunch program. Information can be found on the St. Luke website. You may also order milk through St. Luke Milk Program. Order forms will be sent home in the St. Luke beginning of school year packet.

**Birthday treats:** You may bring in birthday treats, but all treats **must be store bought and in original sealed container.**



### **Media:**

We will occasionally see a show that is educational and relates to what we are learning. All shows viewed are 'G' rated only (DVD format). We cannot and will not show anything rated 'PG' or higher.



### **Medical Emergencies:**

If your child has an accident at school, depending on the severity, we will contact you and 911. An injury report form will be filled out for your review and signature and will then be filed in your child's folder. We ask that you give us any updates to your child's condition as soon as possible like: Did you take your child to the doctor and what the result of that visit was or did your child not need to go to the doctor because s/he felt better, etc.



### **Medication:**

If you have the option please opt for medication to be given once or twice daily so it may be given at home by a parent. Young children are more comfortable taking medicine from mom and dad than their teacher. It is much easier on them.

Prior to administering prescription medication, please have your child's doctor fill out the Medication Authorization Form. We must have written permission and instructions for each medication. Medicine must be in its original container with the child's name with clearly labeled instructions.

Prior to administering non-prescription medication, please fill out the Non-Prescription Medication Form. Non-prescription medications will be administered with parental permission according to the manufacturer's instructions unless written instructions are from a licensed physician on their letterhead. Parents must fill out a separate permission form for each medicine.

All medication brought in must correctly match what is on the Medication Authorization Form filled out by your doctor or the Non-Prescription Medication Form filled out by you. For example, if the form says Benadryl, you must bring in a bottle of Benadryl brand medicine, not the generic version of the same medication or if the form says Safeway Generic the medication must be Safeway Generic.

If your child is uncooperative when receiving medication from us we may ask you to come in and show us how you give the medication, ask you to come in and give the medication to your child, and/or discuss other possibilities to give the medication so your child is not uncomfortable and is able to receive their medication correctly.



### **Nondiscrimination:**

We will not discriminate in relation to admission of any child on the basis of race, creed, color, national origin, religion, sex, or disability.



### **Parents:**

You are welcome anytime during school hours. There may be times we need extra help or maybe you have something to share (like a career, hobby, etc) and we welcome that!

No alcohol, firearms, or tobacco are allowed on the premises.



### **Registration:**

St. Luke will hold two open houses in which you will see the kindergarten classrooms and meet the kindergarten teachers for your child's next year in school. Registration will begin each January for the following school year. You will be sent home a registration form asking if you would like to enroll your child in kindergarten and the amount of the registration fee to send in along with the form to hold your spot.



### **Religion:**

We are a parochial preschool that values and teaches about our Catholic faith. We use the curriculum "God Made Me".



### **Report Cards:**

Preschool students will receive a progress report and report card every trimester. These are compiled from formal assessments done by the lead teacher, one on one with each child. Your child will be tested on the material taught in class at that time building as the year progresses. You may keep the reports that are sent home, however, please sign and date the report card envelope and return that to school.

If we believe your child needs any additional screening or you believe so too we will make a request for observation through our Learning Specialist with the school. Information gathered during that observation will be discussed with you, the parent, privately.



### **Rest Time:**

Each child will be provided with a safe comfortable resting space with separate bedding (provided by you). Each Monday please provide a small, clean blanket to use during rest time. The blanket **must** be taken home at the end of the week, washed, and returned on Monday.



### **Safety:**

Your child's safety is paramount. Our classroom has been inspected and approved by Department of Early Learning.

The staff has taken child CPR and First Aid and AED (Automatic External Defibrillator) classes.



### **Schedule:**

8:20 - 8:30 Arrival

8:30 - 11:30 Stories, Math, Reading, Religion, Recess, PE, Music, Library

11:30 AM 4yr Old Preschool ends

11:30 Lunch (PM Extended Day program begins)

12:00 Recess

12:30 - 1:30 Rest Time

1:30 - 3:00 Science, Social Studies, Art, Recess, Snack

3:00 Extended Day ends\*

\*Dismissal is at 3:00pm on Monday, Wednesday, Thursday, Friday and 2:00pm on Tuesday (please see the St. Luke calendar for all early release days and times and holidays)

*This is only a sample schedule. Once school begins a more detailed schedule will be posted*



### **School Hours/Holidays:**

School doors open at 8:20am. **Please do not arrive before this time**

AM 4yr Old Preschool Program hours are 8:30am-11:30am.

The 4yr Old Preschool & Extended Day Program hours are 8:30am-3:00pm, with exceptions\*.

\*The 4yr Old Preschool & Extended Day Program will dismiss at the same time as St. Luke School. Hours are 8:30am-3:00pm on Monday, Wednesday, Thursday, Friday and 8:30am-2:00pm on Tuesday. The 4yr Old Preschool & Extended Day Program will follow the St. Luke schedule for all other early dismissal days (please see the St. Luke calendar for all early release days and times and holidays). There is no before or after school care available for preschool students.

When St. Luke is closed we are closed and when there is a late start we, too, will have a late start.

The first day of school is Tuesday, September 1<sup>st</sup>, 2015.

The last day of school is Friday, June 10<sup>th</sup>, 2016.

The 4yr Old Preschool and the Extended Day Program will be closed during the summer.



### **Shoes:**

Please send your child to school with shoes that they are able to put on and take off independently. Please avoid shoes with laces if your child is not able to tie their own shoes since we strive for independence for all our students.

No sandals, flip flops, or boots are allowed.

Rain boots are permitted to and from school, however, send in a pair of shoes to wear during the school day.



## Sickness:

Do not send your child to school with a fever. If your child has a fever, keep them at home to spare their friends and staff of the illness. Your child is much more comfortable at home than at school when sick.

If there is fever, vomiting or diarrhea, keep your child at home for 24hrs **AFTER** the last episode.

A rash should be evaluated by a physician before attending school.

Communicable disease: if contracted, a notice of possible exposure will be posted. The ill child will not be allowed to return until the contagion period has passed.

### **Students with any of the following symptoms will not be permitted to remain in care:**

1. **Fever** of at least 100F **AND** who also have one or more of the following:
  - a. Diarrhea or vomiting
  - b. Earache
  - c. Headache
  - d. Signs of irritability or confusion
  - e. Sore throat
  - f. Rash
  - g. Fatigue that limits participation in daily activities
  
2. **Vomiting:** on 2 or more occasions within the past 24 hours.
  
3. **Diarrhea:** 3 or more watery stools within a 24 hour period or any bloody stool
  
4. **Rash,** especially with fever or itching
  
5. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24hrs of antibiotic treatment as occurred
  
6. **Sick appearance, not feeling well and/or no able to keep up the program activities.**
  
7. **Open or oozing sores,** unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
  
8. **Lice or Scabies.** For head lice, children and staff may return to class after treatment and no nits. For scabies, return after treatment.



### **Sickness continued:**

If your child gets sick during school hours s/he will be separated from the rest of the class and allowed to rest quietly while waiting for your arrival. We will notify you immediately to pick up your child. We ask that you arrive within 1 hour of our phone call because your child will be more comfortable with you and in their own home. If we are unable to get ahold of you, we will begin to contact those on your Emergency Contact / Authorization Pickup Form to come get your child.



### **Supplies:**

4yr Old Preschool and Extended Day students: Please bring the supplies listed on the school supply list to the Welcome Picnic on Tuesday, August 25th from 11:30am - 1:00pm.

Extended Day students only: In addition to the supplies on the supply list, please bring in one small blanket to be used during rest time. You may also provide a small pillow if you think that would make your child more comfortable.



### **Transition:**

**Transition into Preschool:** Upon registering for preschool you will be sent a packet of information to fill out. You are invited to a preschool picnic before the school year begins to bring in your school supplies, see your classroom, and meet you teachers. This is time for you and your child to become familiar with the classroom, turn in forms, and ask questions.

**Transition out of Preschool:** If you are leaving our preschool to move to a different school, during the school year or for kindergarten, we are happy to release copies of your child's records upon your request. We are also happy to talk to your child's next teacher for any information they may want/need to help make the transition smooth for you and your child.

**Transition into Kindergarten:** St. Luke will hold two open houses in which you will see the kindergarten classrooms and meet the kindergarten teachers for your child's next year in school. Registration will begin each January for the following school year. You will be sent home a registration form asking if you would like to enroll your child in kindergarten and the amount of the registration fee to send in along with the form to hold your spot.

*Policy for expulsion*

**GRIEVANCE PROCESS**

Conflicts and grievances are settled at the level of occurrence (i.e. classroom issues are discussed with teacher first). If the issues have not been resolved with a conference with the teacher, then the parent(s) may take the matter to the Principal. If their issues are still unresolved after a conference with the Principal, then they may take the matter to the Pastor.

**READMISSION**

Students who are withdrawn from school and have not followed the school Grievance Procedure will not be allowed re-admittance.



**Transportation:**

Transportation is provided by parents and those individuals appointed by parents on their Emergency Contact / People Authorized to Pick Up form. We do not provide any transportation.



The undersigned have read, discussed, and agree to abide by our policies:

WAC 2080

The centers policies and procedures, parent handbook  
Discussed the centers philosophy, program and facilities;  
Advised the parent of the child's progress and issues relating to the child's care and individual practices concerning the child's special needs (conferences)  
Encouraged parent participation in center activities (open door policy)  
Enrollment and admission requirements  
The fee and payment plan  
Typical activity schedule, including hours of operation  
Meals and snacks served, including guidelines on food brought from the child's home  
Permission for free access by the child's parent to all center areas used by the child  
Signing in and signing out requirements  
Child abuse reporting law requirements  
Behavior management and discipline  
Nondiscrimination statement  
Religious and cultural activities, if any  
Transportation and field trip arrangements  
Practices concerning an ill child  
Medication management  
Medical emergencies  
Disaster preparedness plans  
Pesticide Policy

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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