



# St. Luke 3yr Old Preschool Program

*Parent Policy Handbook  
2017-2018*



## OUR MISSION

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

Lead Teacher: Mary Halvorson [mhalvorson@stlukeshoreline.org](mailto:mhalvorson@stlukeshoreline.org)  
Preschool Director: Amy Yarno [ayarno@stlukeshoreline.org](mailto:ayarno@stlukeshoreline.org)

Welcome! We are so glad you have joined us.  
Our 3yr Old Preschool Program is licensed by the State of Washington  
for children ages 3-5 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 the school along with all required forms by Friday, September 1<sup>st</sup>, 2017.** The Department of Early Learning (DEL) and St. Luke Preschool require all forms to be fully completed and turned in, before we can take your child into care.

### ***Philosophy***

Our goal is to assist children in discovering who they are through guided instruction and play. We will provide an environment that fosters self-esteem, builds confidence, and teaches respect for self and others.

Our classroom will be a caring, loving, and safe environment for your child. Students will have opportunities to solve problems, make good choices, build confidence, become higher-level thinkers, and begin their journey as lifelong learners.

We believe in developing a strong rapport with our parents through open communication and mutual respect. Together we will begin to build the successful foundation for the years ahead and facilitate long lasting relationships among their peers and their teachers.

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

 **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. You assume the responsibility for your child being in the custody of the individuals you have listed on the "Emergency Contact/People Authorized to Pick Up" form. This includes any minors you have authorized to pick up your child.

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. Halvorson ([mhalvorson@stlukeshoreline.org](mailto:mhalvorson@stlukeshoreline.org)) and Mrs. Max ([mmax@stlukeshoreline.org](mailto:mmax@stlukeshoreline.org)) in the front office.

**The 3yr Old Morning Preschool Program runs from 8:30am-11: 30am, Monday-Thursday.** When you arrive to pickup 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.

**\*\*\*\*SCHOOL LATE START If St. Luke has a late start then there will be no 3yr old morning preschool.**

 **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.”

A brief time-out will be used if a child is unable to demonstrate self-controlling behavior. 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.

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. Velcro shoes are a great option for young preschoolers.

**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 the fall and spring. During conferences we will review progress, discuss school readiness and how to prepare your child for transition to 4yr old preschool.

If you would like to set up a conference, beyond the regularly scheduled school conferences please email the lead teacher so one can be set one up. Time is too short during a regular school day 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 discover how others live and realize that there are children all over the world learning and growing as they are. If you or someone in your family has something to share with us, please contact us to make arrangements. 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. During 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 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 and attendance will be taken within our class and submitted to the school principal for a full school count.

 **Fees:**

Tuition will be collected via FACTS. You will set up your FACTS account upon registration with St. Luke School. In parish rates for the 3yr AM Old Preschool Program is as follows:

	In Parish	Out of Parish
4 Days Per Week	\$4,040	\$4,430
3 Days Per Week	\$3,030	\$3,323
2 Days Per Week	\$2,020	\$2,215

 **Fieldtrips:**

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.

 **First Aid:**

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 and 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

Application for Admission

Certificate of Immunization Status (CIS) (must be on the enclosed State form. Cannot be a print out from the Dr.)

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:**

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

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

<http://health.gov/dietaryguidelines/2015/guidelines/chapter-1/a-closer-look-inside-healthy-eating-patterns/>.

Please see insert regarding Nutritious and Healthy Snack options at the end of the handbook.

**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, for example: 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 choice 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.

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.

 **Religion:**

We are a parochial preschool that values and teaches about our Catholic faith. We use the curriculum "Discovering God's World".



### 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 – 9 Free Play, prayer, flag salute, circle time

9-11:15 Academics, Specialists, Recess, Snack

11:15 pack-up

11:30 Dismissal

*\*\*\*\*\*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.**

3yr Old Morning Preschool Program hours are 8:30am-11:30am.

**Meet and Greet** is scheduled for Friday, September 1<sup>st</sup>, 2017. Students and parents can come meet the teachers and drop off school supplies between the hours of 8:30-11:30. Students are not required to stay all three hours; this is an opportunity to come into their classroom and meet the teachers and other students.

**The first day of school** is Tuesday, September 5<sup>th</sup>, 2017.

**The last day of school** is Friday, June 15<sup>th</sup>, 2018.

When St. Luke is closed we are closed.

When there is a **late start** the 3yr Old Morning Preschool Program is **CLOSED**.

The 3yr Old Preschool 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. Velcro shoes are easiest for children to put on independently.

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 they must remain at home until 24hrs after the fever has subsided.

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.

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.



#### **Sign-in and Sign-out:**

A person on the authorization sheet must sign your child in and out of preschool daily. You take the responsibility for your child being in the custody of the individuals you have listed on the “Emergency Contact/People Authorized to Pick Up” form. This includes any minors you have authorized to pick up your child.



#### **Supplies:**

Please bring the supplies listed on the school supply list during our **Meet and Greet** day, September 1<sup>st</sup>, 2017 between the times of 8:30-11:30. The supply list is on the St. Luke website and also included in the “Welcome Packet”



#### **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

*\*\* All information provided by parent(s) to any preschool staff member or written on any form may be shared among the entire staff and principal of St. Luke School to best serve the well-being, health, and safety of the child.*

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

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

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

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

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

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