

# KIDS ON THE RIDGE

**WEEKDAY  
PRESCHOOL**

## **Parent / Student Handbook**

**35221 SE Douglas St. Snoqualmie, WA 98065**

[www.churchontheridge.org/preschool](http://www.churchontheridge.org/preschool)



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## **WELCOME TO KOTR WEEKDAY PRESCHOOL**

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Thank you for choosing Kids on the Ridge Preschool, a ministry of Church on the Ridge, as the place for your child to explore and grow!

Our preschool program offers a wide variety of enrichment and learning opportunities while our teaching team works to instill God's love into the hearts of your child. At Kids on the Ridge, our dedicated and experienced teachers provide individualized programs to encourage your child's spiritual, intellectual, physical, social and emotional development. Daily school schedules provide each child with a pathway to create, explore, problem-solve and interact with others.

We instill the importance of God's love and Christian values within our classrooms. The school mission is to teach all children that God made them, loves them and has a perfect plan for them. It is important that preschool be a place of connection and a respectful partnership between families and teachers. God created us to live our lives in harmony and to have respect for one another. Our preschool program strengthens this idea of spiritual community, encouragement, and cooperation.

We look forward to a wonderful year with your precious little one!

In Him,

Mrs Shellie

"Children are a gift from the Lord. They are a reward from him."

**Psalms 127:3**

## **STATEMENT OF PURPOSE**

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Every child is valued as a child of God. Our mission is to provide an excellent, Christ-centered education and to foster the developmental growth of children, spiritually, emotionally, physically and socially. We are dedicated to creating a safe and loving learning environment for all the children in our care.

### **Our Philosophy**

- Learning is enhanced when children are actively involved and encouraged to make choices.
- Children learn best in a safe and nurturing environment.
- Children learn and develop at their own rate and in their own individual style.
- Children are challenged to think beyond their developmental levels.

### **Our Goal**

- To create a safe environment where kids can grow academically, socially and spiritually.

### **Our Program**

Our staff members partner with families to:

- Establish a solid educational foundation for each child.
- Lead children to become life-long learners.
- Help each child grow academically, socially, spiritually, emotionally, and physically with the guidance of qualified, nurturing teachers.
- Prepare students for successful educational and social experiences both in school and beyond the classroom.
- Teach the students an awareness of God and the world around them.

## STATEMENT OF FAITH

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*We Believe...*

**God** is the Creator and Ruler of the Universe. He has eternally existed in three personalities: The Father, the Son and the Holy Spirit. These three are co-equal and are one God. *Genesis 1:1, 26, 27; Psalm 90:2, Matthew 28:19; 1Peter 1:2; 2 Corinthians 13:14*

**Jesus Christ** is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He rose from the dead after three days to demonstrate His power over sin and death. *Matthew 1:22-23; Isaiah 9:6; John 1:1-15; Hebrews 4:14-15, 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13*

**The Holy Spirit** is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. *2 Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; 1Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18*

**The Bible** is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. *2 Timothy 3:16-17; 2 Peter 1:20-21; Psalm 12:6; 119:105, 160; Proverbs 30:5*

**People** are made in the spiritual image of God, to be like Him in character. *Genesis 1:27; Psalm 8:3-6; Isaiah 52:6a; 59:1-2; Romans 3:23*

**Salvation** is God's gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. *Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

**Eternity** ~ People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence. *John 3:16; 12:25, 14:2-3; 17:3; Romans 6:23; Revelation 20:15*

## **ADMISSIONS**

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The Kids on the Ridge Preschool provides programs for all children regardless of race, creed, color, religious affiliation or national origin. We are not licensed by the State and are not equipped to meet needs of any children that are affected by developmental delays.

### **Required Documentation**

All children, prior to admission, must have the following items on file with the preschool prior to the first day of school:

- Completed Enrollment Application signed by parent including the Registration Fee.
- Name, birth date, dates of enrollment, and other identifying information for the child.
- Written parental permission for photos, videos, etc.
- Authorization forms specifying persons to whom the child can be released.
- Name, address, home and business telephone numbers of the parent(s) and other persons to be contacted in case of an emergency including one out of state contact if possible.
- Up-to-date immunizations.
- Medical Information.
- Contact information for physician, dentist, psychologist, nutritionist, etc.
- Tuition Contract signed by the parent/legal guardian.

### **Enrollment & Dismissal**

KOTR Weekday Preschool reserves the right to refuse or terminate enrollment of any child at will. The following are examples of the types of situations that might lead to refused enrollment or termination of continued enrollment:

- Behavior of a student or parent that is deemed inappropriate by the Director.
- If a student or parent violates our school's policies or interferes with the school's ability to accomplish its stated mission.
- It is determined after Director/teacher evaluations that current classroom placement is not benefiting student nor the class.
- Tuition is not paid after notifications have been sent.
- Any other reason that, in the Director's discretion, warrants removing child from the program.

## BEHAVIOR & DISCIPLINE

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Let's face it, kids will be kids! Here at Kids on the Ridge Weekday Preschool, we embrace the truth that God made us all unique and gave us each special talent. Children all learn differently, our teaching team has been provided with training in **Love & Logic** to help maintain a safe, inviting and productive environment:

1. Our teachers instill clear, appropriate and concrete classroom expectations with all students and model these behaviors daily.
2. We speak to the children with a Christ-like attitude and with the desire to help each child develop strong Christian values. The word *Discipline* is a derivative of *Disciple*, and to disciple is to teach.
3. **Visual & Verbal Intervention:** The teacher will move physically close to the child demonstrating undesirable behavior and attempt to make eye contact with the child. The teacher will then use positive wording to redirect the child back into a more desirable behavior (i.e., "Let's keep our hands to our self").
4. **Verbal Recommendation of Appropriate Choices:** If, after visual/verbal contact has been made, the undesirable behavior continues, the teacher will offer the child 2 appropriate choices and wait for the child to make a positive choice and move toward their chosen activity/behavior. If the child will not make a positive choice, then the teacher will make the choice for the child and assist them toward that activity.
5. **Physical Intervention/Recovery:** When severe, dangerous or repeated undesirable behavior exists, the teacher will physically (always with a caring heart and attitude) remove the child from the immediate proximity of the other students and overlook a time of recovery. The teacher will explain to the child why they are in recovery. The child will sit for 3 minutes with no outside stimulation. When the time has passed the teacher will again offer the same 2 appropriate choices to the child.
6. **Incident Report:** The observing teacher will complete an incident report when a child hurts another child (bite, hit, kick, etc.) or his/her self. A copy of the report will be given to the parents of all children involved in the incident to sign. The report will be placed in the children's files.
7. **Behavior Modification Plan:** If undesirable behavior continues a parent / teacher conference will be scheduled. The purpose of the conference will be to develop a plan to help the child positively fully re-engage in the preschool environment in a positive way. It may also be necessary to call in professional help. KOTR preschool will only seek outside help after the parent / teacher conference and only if it is desired and approved by the parents. If the child continuously misbehaves and/or poses endangerment to themselves, other students, staff, or to the preschool, the student will then need to be removed from the program. It is our teacher's responsibility to report a student's disruptive and potentially harmful behavior in order to keep our preschool, staff and students secure and safe.



## COMMUNICATION

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### Brightwheel App

Formal and informal exchanges of information between parents and staff provide valuable insights for both parties. Please direct all communications through your child's lead teacher via **brightwheel**, email or set up a conference time to discuss specific concerns. We also rely on you to communicate important updates about your child's health. Please see our health policy and illness section of the handbook for more information.

We use Brightwheel, a tool for classroom management, communication, photos, videos, online bill pay. It has proven to save time for staff, allowing for more time with students, while also delivering a much better experience and communication for parents.

#### Easy steps to follow to setup your account:

1. **Create a free brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the [web](#) or [mobile app](#). Make sure to use the same [email address](#) or [cell phone number](#) that the invitation was sent to. Here is a [quick video overview](#).
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within brightwheel until we start to use it regularly.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
4. **Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your [payment information](#). Here is an online [Payments Setup Guide](#) with more information.

See a video tutorial [HERE!](#)

## **Inclement Weather**

Kids on the Ridge Weekday Preschool adheres to the Snoqualmie Valley School District's inclement weather schedule.

When Snoqualmie Valley School District is delayed or closed (*due to snow or other inclement weather*) the preschool will follow the same schedule. For more information, you may check the district website at [www.svsd410.org](http://www.svsd410.org) and/or subscribe to Flash Alert at: [www.svsd410.org/Page/203](http://www.svsd410.org/Page/203)

In case of a school closure due to weather, we will not add make-up days to the calendar or refund any tuition payments. In the event of inclement weather, parents will be notified through Brightwheel of closures and/or delays.

## **School Holidays/Closures**

KOTR Weekday Preschool follows the same school calendar as the Snoqualmie Valley School District. This includes vacation, in-service, holidays and breaks. In the event of a closure or delay, we adjust our times and will notify you via Brightwheel.

## **Parent-Teacher Conferences**

Parent-teacher conferences are held in November and March to discuss your child's development and progress. The November conference is focused more on the child's transition into school and any questions you might have for the teacher. The March conference has a greater emphasis on the student's development and the teacher's observations for areas of additional focus and for older students, insight into the child's kindergarten-readiness. The parent, teacher or director may schedule a separate conference as needed to address specific concerns.

## FINANCIAL EXPECTATIONS

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### Annual Tuition

Parents understand and agree that the majority of the school's expenses and obligations are incurred on an annual basis, and that financial commitments for the school are made based upon anticipated enrollment, and that the educational operating expenses do not diminish with the departure of some students over the course of the school year. Parents understand and agree that, regardless of student's absence, withdrawal, or dismissal from the school, parents are responsible for the monthly tuition installment payments regardless of how many days your child actually attends each month, September through June.

No reduction of tuition will occur if school is cancelled or has late start due to weather or other unforeseen events. Enrollment will not be guaranteed if payment is not received prior to the child's start date and/or the tuition due date. Please see payment due dates below:

**Monthly installment payments are due on the 15th and late after the 21st of each month, August - May. Payments made after the 21st of each month will incur a \$25 late fee.**

Tuition payments may be made through Brightwheel via Credit Card or ACH. You may also pay by cash, check, or cashier's check mailed to the following address:

Church on the Ridge  
Attn: Kids on the Ridge Preschool  
35221 SE Douglas Street  
Snoqualmie, WA 98065

Returned checks will be charged a \$25 NSF fee and the parent must resubmit payment in cash. If more than three (3) NSF checks occur during the school year, payment must then be made by cash, money order or cashier's check for the remainder of the school year. If tuition is not received by the dates indicated above, the student will not be allowed admittance in class at the beginning of the month after tuition has not been received.

### Monthly Supply, Materials and Cleaning Fee

An annual materials/supplies, memory book and cleaning fee of \$315 will be due at the time of enrollment for each student, which is non-refundable and non-transferable.

## **Annual Registration Fee**

An annual, **non-refundable registration** fee of \$150 is due at the time of registration. If we are unable to place your child in the desired class immediately, your child can be placed on a waiting list and your check will be held for up to 60 days. If, at that time, we still do not have room in our program for your child, your check will be returned. The registration fee is not part of the regular monthly tuition and is **not refundable or transferable** after your child is placed in a class

## **Absences & Withdrawal**

Each month's tuition must be paid in full, regardless of the student's attendance. It is not our policy to refund absences due to sickness, personal or vacation days. Monthly tuition has been calculated by the actual days in the school year, not each individual month. Vacation and holidays have been built into the school calendar. We highly recommend scheduling your vacation days accordingly.

If a student needs to withdraw from our program temporarily (*severe health issue or personal family situation*) please see the Preschool Director to make arrangements.

**Forty-five days' written notice** must be given to the school if a child is to withdraw from the program permanently. If a 45-day notice is not received, tuition cannot be adjusted and is expected to be paid according to the tuition contract. Withdrawal letters are accepted August 1st—April 1st each school year. It is against policy to withdraw for the month of June alone.

## **Late Pick-Up Fee**

Please pick your child up on time. This policy is in place and enforced to allow teachers to complete their classroom responsibilities and to attend to their families. If you have more than one child in our program, please arrive early enough to have your children picked-up on time.

If your child will be arriving to school late or being picked up late, we ask that you please call or message your classroom teacher and/or the Preschool Director with details in Brightwheel. Thank you!

1. The first time a guardian is late, a verbal warning will be given.
2. The second time a guardian is late, a written warning will be given.
3. The third time, and for any incidences after that, the parent will be charged \$2.00 for every minute he/she is late after a **five (5)** minute grace period.

We understand that unavoidable or emergency situations might occur throughout the year which may cause parents to be late. Therefore, the Director will assess emergency situations on a case-by-case basis in determining late-fee assessment.

## **HEALTH & HYGIENE**

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### **Allergies**

Allergies should be noted during the enrollment process in Brightwheel. Allergy information will be made available to teachers and substitutes. If a student needs to have prescription allergy medication at school, parents must submit the Medical Authorization. Students experiencing anaphylactic shock (breathing problems, shock, or change in mental status) who have an EpiPen or other epinephrine auto-injector on file will be administered their EpiPen by KOTR staff, and 911 will be called. Parents will then be notified.

Parents are asked to be considerate of other students' allergies when bringing snacks for any class function. When an allergic reaction poses a danger to a student in a classroom, all classroom families will be notified that the classroom is "free" of that substance at whatever level is necessary to protect the well-being of the allergic child.

All parents/guardians are responsible for informing the school immediately if new allergies develop. If your child has allergies, indicate in writing whether it has been mild (e.g. rash) or severe (e.g. trouble breathing) in the past. We take this very seriously and we must have communication from parents and the child's physician to fully understand each child's allergy symptoms and response protocols to said symptoms/reactions.

### **Hand Washing/Cleanliness**

Staff and children must wash their hands as soon as they arrive in the classroom, after using the rest room, before eating a meal or snack, and when their hands are soiled. Our staff monitors hand washing and will assist a child when needed. Staff and children are to dry their hands with paper towels. To eliminate the spread of germs, the staff periodically cleans and disinfects all objects.

## General Illness

Please keep your child home if he or she:

- has a fever 99°F or higher. Fever needs to be gone for at minimum 24 hours without the use of a fever-reducing medicine before returning to school.
- has a heavy nasal discharge
- has a consistent cough
- is lethargic
- has vomited or had diarrhea in the last 24 hours
- has been exposed to any communicable disease
- has symptoms of a communicable disease (*runny nose, sore throat, headache, abdominal pain, redness in or discharge from eyes, rash, and/or fever*).
- has an eye infection or discharge
- has lice; children who have lice may not return to school until they are louse and nit (egg) free. Must be checked by director prior to return.
- not feeling well and unable to participate in class. For example, unusually tired, pale, confused, lack of appetite.

Your child will be sent home if symptoms of illness appear. The child will be isolated from other students and you will be contacted to pick him/her up **within 45 minutes**. Children who are sent home sick must remain home and cannot return until they are symptom free for at minimum 24 hours. Parents and the Health Department will receive a notice of communicable diseases that are present at the school when applicable.

***\*Please notify your child's teacher so they are aware of any illnesses that might be contagious. So, classmates' parents can be informed. The identity of the student will be kept confidential.***

## Medications

"An Authorization to Administer Medication" form must be completed for prescription and/or nonprescription medications to be given at KOTR. All medication must:

- Come with signed Medication Authorization Form (Parent and Physicians signature required)
- be provided in the original container with an unaltered label
- be dated and marked with the child's name
- be given in accordance with the label directions

## **Immunizations**

Prior to admission, each child must have the appropriate immunizations SIGNED by your child's doctor (CIS form). **Children will not be admitted unless all immunizations are up-to-date.** It is the parents' responsibility to ensure timeliness of immunizations and submit an updated form with each new round of immunizations. Please submit a photocopy of your child's immunization card with your registration papers. For more information about immunization standards and inquiries, go to:

[www.doh.wa.gov/YouandYourFamily/Immunization](http://www.doh.wa.gov/YouandYourFamily/Immunization)



## **Medical Care**

Students who become ill or are injured while at school will be treated in the office in accordance with standard first-aid procedures. If an emergency arises, parents and/or 911 will be called for immediate assistance.

## **Incident Reports**

Most injuries or accidents are minor enough to be treated with soap, water, and a bandage. Parents will be contacted immediately if an injury appears to require medical attention. Staff members will write a report through Brightwheel to give parents an update on your child.

## **Toilet Training**

Any child enrolled in the 3's, 4's and Junior Kindergarten must be fully toilet trained. In order to maintain our schedule and attention to all students, we do ask that you send your child to school in pull-up training pants until he/she is less prone to accidents. Also, for those who are newly toilet trained, please send 1-2 extra changes of clothing in gallon size zip-lock bag, labeled with your child's name.

Children in the Little's class should be actively toilet training. We ask that you send the child to school in a pull-up training pants or a diaper. Please provide extra pull-ups/diapers and wet wipes on the first day of school and continue to work with your child to facilitate their toilet training.

## **Child Abuse**

Child abuse is defined as physical injury, sexual abuse, neglect or mistreatment of a child. The law requires childcare providers to report signs of child abuse or neglect to Child Protective Services (CPS). Our staff will make a report if any kind of abuse or neglect is suspected. All information in such cases will remain private among only the preschool staff, members of the COTR leadership, and the CPS agent. All staff members have been given information and training in the area of recognizing and reporting abuse and neglect.

## COVID-19 ENHANCED HEALTH & WELLNESS PROTOCOLS

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The following measures have been put in place to support the health of your child, their friends and teachers. We recognize that there are many different levels of comfort and we need your help to maintain a healthy school environment for everyone. Classes are organized to comply with CDC and Department of Health guidelines for preschool and childcare environments.

- **Pre-Screening:** We ask that you evaluate your child in the morning before bringing them to the school. Please keep your child at home if they show any signs of illness and notify the school.
- **Strict Medical/Sickness Policy:** Any flu-like symptoms would prohibit you or your child from the school for 10 days or until we receive a notification from a physician. If your child shows signs of illness during the day, we will notify you and require that an authorized family member make arrangements to pick them up within 30 minutes.
- **Hand Washing Policy:** Your children will be washing and/or sanitizing their hands regularly while in class. We also ask that parents wear a mask and sanitize their hands when dropping-off or picking up their child.
- **Classroom Access Policy:** Parents will not be allowed into the classrooms. Children should be dropped off at check-in locations to limit exposure.
- **Teacher Communications:** We encourage parents to use the Brightwheel app to setup times with to talk with the teacher or to use email rather than in person during the drop-off/pick-up times.
- **Staggered Drop-off/Pick-up:** During this time, we strongly encourage parents to comply with staggered drop-off / pick-up times to keep the number of people entering the building down and to observe social distancing. We also encourage parents to setup times to talk over the phone instead of in person (depending on the matter) during this time.
- **Health Checks:** Each parent will be completing a health check for their child during their designated check-in and drop-off time. Non-contact thermometers will be used check the temperatures of all students. All teaching staff will also go through a similar process upon arriving on site.
- **Personal Protective Equipment:** All staff and students must wear facial coverings. Gloves will be used when helping students with personal hygiene.
- **Practice Wearing a Mask:** School is an exciting time and to help in the transition, we ask that you help your little one practice wearing their mask in the days and weeks ahead to help them feel more comfortable wearing it as they meet new friends.
- **Professional-grade disinfection:** In addition to thorough in class cleaning, all room surfaces are fogged after each class session with a CDC-approved disinfecting

solution that is recommended for classrooms. The solution is non-toxic and is approved for food-service use.

- **Staff Training:** All staff are scheduled to participate in a ***Maintaining a Healthy Environment*** before school begins. This training focuses on mitigating transmission methods with a review of protocol for enhanced cleaning, introduction to new disinfectant products and review of proper hand hygiene. In-service training is also planned to maintain currency on the latest information and protocols.
- **Communication.** KOTR Weekday Preschool utilizes an app-based preschool management system, **Brightwheel**, to facilitate parent communication; check-in/out; healthy screening; billing/payment. We encourage parents to use this app when contacting the school or to coordinate a time with a teacher.

We want to thank you in advance for your patience and grace as we navigate the constantly changing environment.

## **SAFETY**

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### **Facility Security**

KOTR Weekday Preschool maintains strict physical security while children are present. Entry doors are open during drop-off and pick-up windows but are electronically locked during all other times. In addition, security cameras are located throughout the premises to maintain a log of all individuals entering and leaving the preschool and the facility. If you need to remove your child from school, please contact your child's teacher through Brightwheel to coordinate special arrangements.

### **Sign-In & Sign-Out**

All children must be signed in & out through Brightwheel each day by approved parent/caregiver and complete a daily health screening.

Children will only be released to the authorized individuals named on the Emergency Contact Form. Revisions of this information must be dated and signed by the parent or guardian who enrolled the child. In the event of an emergency, a parent may call the Preschool Director to verbally authorize an alternate individual to pick up his or her child and to provide information that will uniquely identify the individual. Staff members will also ask for photo ID of any individual who is sent to pick up a child and is not listed on the Emergency Contact Form.

If a parenting plan or other court order is in effect, the parents/guardians must provide a copy of such orders at the time of enrollment.

Children must be accompanied by an adult at all times while in the building. This is a

multi-use building with other offices, so please keep your child by your side and use inside voices. For security reasons, please do not allow your child to run ahead of you to class. We will not be able to check your child in without an adult present.

## THE SCHOOL DAY

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### Arrival and Departure Guidelines

Please be prompt for both drop off and pick up times in order to maximize your child's time at preschool. Ensure that you have an approved adult with the Brightwheel app to sign in and out your child from school.

### Student Dress Code

Please dress your child appropriately for preschool (*active play and messy art*). **All children must wear closed-toe shoes.** Do not send your child to school wearing flip-flops. Provide an extra change of clothes for your child. These can be kept in your child's backpack or left at school in a large zip-lock baggie. We recommend a full-size backpack and water bottle labeled with your child's name. No toys from home, as they might get lost or broken. If your child needs a special toy/object for comfort during the adjustment to school, please make arrangements with your child's Lead Teacher.

If your child is toilet-training, be sure to dress him/her in clothes that are free from complicated fasteners. We require a change of clothes to be kept in your child's backpack, including an extra pair of underwear, socks, and shoes. Please replace this seasonally. If your child uses the extra pair and needs another change you will be called to bring an additional pair/pick up.

### Curriculum

Our daily teaching foundation is comprised of the following:

- The **Seven Days of Creation** as stated in the Bible (*All KOTR Preschool Classes*)
- Horizons Preschool Curriculum (*All KOTR Preschool Classes*)
- Direct Reading Method Curriculum (*PreK and JrK*)
- Phonics Reading Method Curriculum (*PreK and JrK*)
- Handwriting Without Tears (*JrK*)
- Singapore Math / Common Core (*JrK*)

We provide engaging lessons and a variety of activities that make learning fun. We understand that not every child learns as easily with one given method of presentation; therefore, we incorporate a balance of the best academic process, which include, but not limited to, the following:

- Higher Reasoning Abilities (*decision making*)
- Hands-on Learning (*manipulative*)

- Memorization (*drill*)
- Language Skills (*oral, written, pre-literacy, reading*)

We provide opportunities for each child to learn independently, in a small group and in a large group. Our day is made up of activities from the following developmental and subject categories:

|           |           |                           |
|-----------|-----------|---------------------------|
| Art       | Character | Fine / Gross Motor Skills |
| Math      | Music     | Science/Social Studies    |
| Self-Care | Sensory   |                           |

These learning opportunities will enhance your child's development through multi-sensory activities such as games, songs, poems and drama.

A typical day also offers small group, large group, individual learning activities, snack and recess play.

## **EXTENDED DAY - LUNCH**

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Please pack your child a well-balanced lunch. Lunch time is a great opportunity for learning manners, learning about nutritious foods and learning social skills. We say a prayer before eating and eat as a group.

We will try to return leftover food in the lunch box. This may give you an indication of what your child has eaten. Staff members interact with children while they are eating and work with those children who need guidance, containers opened, etc. Thermos containers may be brought, but the staff cannot heat lunch items in a microwave. You are required to inform us of any food allergies or restrictions. **Cold packs are required.** Lunch is eaten inside the classrooms.

**Please label the outside of your child's lunch with his/ her full name.**

### **THE FOLLOWING FOOD IS NOT PERMITTED:**

- Peanuts
- Tree Nuts (*Cashews, Walnuts, Almonds, Macadamia nuts, etc.*)
- Peanut Butter (*Sandwiches, candy containing peanut butter, granola bars, cereal or crackers containing peanut butter, etc.*)
- Baked goods containing nuts or any form of nuts. Please be aware that nuts also come in the form of paste, oil/extract or flour.
- Nutella

## COMMUNITY

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### Parent Involvement

The most important people in your child's life are his/her parents. If you would like to volunteer in your child's class, please let your child's Lead Teacher know. A background check will need to be completed and approved prior to in-class volunteering.

*\* COVID-19 Update – Unfortunately, until restrictions are lifted, parents will not be allowed in the class in an effort to minimize germs and exposure.*

### Parties & Celebrations

We observe many holidays and celebrations throughout the school year. Classroom teachers will notify you of these special events.

We believe that each child is a unique creation of God. We would love to celebrate your child's birthday here at school. Please speak with your child's teacher in advance to coordinate your in-class celebration.

Parents are welcome to bring in goodies to celebrate. Prior to bringing in treats contact the preschool teacher to be advised of any student allergies or food restriction. This applies to every food item brought into the school on any occasion (*snacks, birthday and holiday treats, and special events*).

*\* COVID-19 Update – We ask that all food items be store bought and individually wrapped.*

Unless the entire class is being invited, please manage off-campus or private party invitations outside of class and through the mail or email to avoid hurt feelings.

KOTR Weekday Preschool honors and observes Christian holidays, especially Christmas and Easter. During the Christmas season, your child will be participating in a program to celebrate the birth of Jesus. This program is held during an early evening in mid-December. You will hear more about this as the day gets closer. This is a wonderful event to bring the entire family to, including aunts/uncles/grandparents. It will certainly a highlight of your child's Christmas!

*\* COVID-19 Update – Depending on current guidelines, attendance may be limited to immediate family. Details will be sent home with your child as the date gets closer.*

## **Preschool Meet-ups**

Lifelong friendships begin at preschool; not only between the children, but among your families. Each school year, we organize and offer preschool Meet-up opportunities. Meet-ups are similar to field trips, but they are optional, and just like the name, you meet us at an outdoor location (*usually a park or a local destination*) and stay as long as you want to/or can. We usually organize at least two Meet-ups per year.

- Fall Meet-up
- Year End Picnic

*\* COVID-19 Update – Meet-ups will be held outdoors and subject to local guidelines.*

## **GENERAL ITEMS**

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### **Privacy Policy**

Individual information records (which include the forms completed upon registration) will be maintained for each child in attendance. These records will be kept confidential, being readily available to DHS, Registering Parent/Guardian or Teacher upon request. These personal records will not be given out to any other party, regardless of relationship to child, without your prior written consent.

If you'd like to share your contact information with other parents in your child class, we will be providing a list at the beginning of the school year for you to give your consent.

### **Class Photos**

Individual and class photos will be taken once during the course of each school year. You will be given the opportunity to purchase prints of your child and/or your child's class. If you do not desire your child to participate in the class photos, please let your child's classroom teacher know.

Occasionally, photographs of students and school activities are used for promotional purposes. If a parent does not want his/her child's photograph to be made public in such ways, a written statement must be sent to the KOTR Weekday Preschool Director.



## HANDBOOK ACKNOWLEDGMENT

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In an effort to be more environmentally friendly, the Parent Student Handbook can be found on KOTR Weekday Preschool [website](#).

It is the school's expectation that all parents/guardians read the handbook and become familiar with its contents. After reading and familiarizing your family with the Handbook, please sign below and return this form to school.

We have read the KOTR Weekday Preschool Parent/Student Handbook, and we agree to abide by its rules and policies.

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Name of Student *(please print)*

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*(Parent Signature)*

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*(Printed Name)*

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*Date*

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*(Parent Signature)*

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*(Printed Name)*

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*Date*