

**Calendar:** Kids at the Creek closely follows the *Everett School District's calendar* for closures and late starts.

September start date to be determined

We observe the following Holidays:

Veteran's Day

Wednesday, Thursday and Friday of Thanksgiving

Christmas Break (2 weeks)

Martin Luther King Day

President's Day ( Monday only, We do not take the full mid-winter break)

Spring Break

Good Friday (the Friday before Easter)

Memorial Day

Last day of school to be determined

In addition to the holidays listed above, we encourage our teachers to attend conferences or workshops which will stimulate creativity and new ideas for the preschool program. **We have allowed for three in-service dates for our staff to attend such events throughout the year and will notify you well in advance of these dates.**

**Snow Days:** School closures may occur due to snow and other emergencies. We closely follow the *EVERETT SCHOOL DISTRICT HALF DAY KINDERGARTEN* weather policies when determining closures. A recorded message will be left on the school phone line (425) 931-8092 by 7:00 am. A 2-hour delay 1/2 day schedule is from 10:00 a.m. to Noon.

**Snow, Weather and Emergency Make-up Days:** The Preschool Administration may choose to discount tuition or schedule make-up days for Snow Days if more than five days of school have been canceled.

Policies are subject to change and update as we further develop our program.

1/18/11



KINDERGARTEN  
2011-12 School Year

Address:

Kids at the Creek Preschool  
c/o Gold Creek Community Church  
4326 148th Street SE  
Mill Creek, WA 98012  
(425) 931-8092  
[www.kidsatthecreek.com](http://www.kidsatthecreek.com)

**General Information**

**School Office Hours:** 9:00 am - 4:00 p.m. Monday-Friday  
**Directors:** Liz Wynn, liz@kidsatthecreek.com  
Tanya Edwards, tanya@kidsatthecreek.com  
**Phone:** (425) 931-8092 or (425) 316-3333  
**Fax** (425) 316-3335

**Philosophy:**

Kids at the Creek exists to creatively nurture children and families by providing a safe, loving environment which provides the foundation for a lifetime of learning. Our kindergarten program is an extension of our preschool program and follows many of the same policies and procedures.

**Goals:**

**Academic** – instill an enthusiasm for learning through a wide variety of activities which will build a strong foundation for the coming school years. Mastery of academic skills necessary to succeed at the first grade level the following year.

**Social** – teach your child how to interact in a group environment and how to handle conflict.

**Individual** – build self-esteem through modeling care for themselves and for others.

**Family** – keeping the family involved in the child’s activities through regular communication and opportunities to meet with other families and the staff.

**Lunch (all day program only):** Please send a nutritious lunch with your child each day. Refrigeration is not available in the class so please keep that in mind when packing a lunch.

**Clothing:** Be sure to dress your child in clothes that are comfortable and easy for the child to maneuver in the bathroom. Footwear should be sturdy and suitable for outdoor play. Please no open back shoes, crocs or flip-flops. Our curriculum includes a variety of messy materials such as paint, glue, and food which may stain clothes. Please do not dress your child in clothes which require assistance such as belts, overalls or buttons.

**Toys from Home:** Please leave your child’s toys at home. If you have a particular book, video or DVD that may be of interest to the entire classroom please contact the child’s teacher. It will be the teacher’s decision to choose to use this as part of the curriculum.

**Withdrawal from the Program:** If you wish to remove your child from our program you must provide us with two weeks notice. Refunds of any remaining tuition will be processed within two weeks of final attendance.

**Long Term Absences or Extended Vacations-** Tuition must be paid on a monthly basis and will not be prorated for absences. **We do not discount tuition for family vacations.** Unless paid in advance, KATC has the right to fill your child’s spot during an unpaid absence. Sorry, no exceptions.

**Parental Concerns:** Please feel free to contact the Director or teacher if you have a concern about our program. If you choose to contact the teacher, please arrange to do so outside of classroom hours as your child’s teacher needs to be solely focused on our students during this time.

**Immunization Forms:** We must have completed immunization forms and emergency form submitted prior to the first day of school. No child will be allowed to start the program without these records or a signed waiver. If you choose to waive immunizations, your child may be required to stay home in the event of a contagious illness breakout.

**Health:** Please keep your child home if he/she appears to have the symptoms of illness. You will be contacted immediately if the child becomes ill during the day. Please be sure to keep your contact information current. Due to insurance and liability issues, we cannot administer any kind of medications or shots.

If your child becomes ill with a highly contagious condition such as pink eye, impetigo or lice please inform us immediately so that we may notify the other families in your child’s class. Your child may return to school upon clearance from the doctor or approval from the Director with no symptoms or evidence remaining.

**Allergies:** If your child has a significant food allergy or medical problem, discuss this with the Director or the child’s teacher. If we cannot accommodate the allergy we may request that you send their daily snack. Our program will provide snacks on a daily basis for all children.

**Security:** After drop off, the front doors are locked for security purposes. A phone number will be listed on the preschool door to call for access as well.

**Outdoor Play:** Outdoor play time will be encouraged whenever weather permits. We have grass and a large area of hard surface and will attempt to go outside even when it is cold so, be sure to send a jacket with your child. In addition, we have full access to the church gym and can hold indoor playtimes and group activities during rainy or extremely cold days.

**Curriculum:** The Creek Staff will use a learning based curriculum emphasizing academic, social and emotional development. We will provide your child with a variety of experiences involving reading, math, science, music, art and play.

Our Kindergarten curriculum will provide:

- An opportunity for children to experience hands-on learning activities that stimulate their curiosity and creativity.
- An emphasis on language development and reading for a strong foundation for higher learning.
- A well rounded academic curriculum of reading, math, science, art and music fostering positive self-esteem and learning in a small class environment.
- Flexibility within the curriculum to adapt activities according to the needs of your child.
- As a Christian organization we will pray daily prior to snack time and discuss Christian Holidays which occur during our school year.

<b>Monday-Friday Kindergarten</b>	
<b>Morning Half Day month</b>	8:45 am—11:45 am
<b>Full Day month</b>	8:45 am - 2:45 pm

## **Policies and Procedures:**

**Tuition:** Tuition is based upon the entire school year, taking into consideration holidays, in-service days and potential weather related closures. This budget is then divided by the 9.5 months we are in session. **September and May tuition are due before the first day of school.** Tuition not received in the office by the 5th of the month will be assessed a \$20.00 late charge, no exceptions, unless prior arrangements have been made with the Director. A fee of \$20.00 will be charged for NSF (non-sufficient funds) checks, plus a late fee. Payments may be processed online or on-site via Debit/Credit or by check. **PLEASE NO CASH PAYMENTS. DO NOT GIVE PAYMENTS TO THE CHILD'S TEACHER.** We reserve the right to drop a child from the program due to non-payment of tuition past 30 days or more .

**Daily Arrival:** Please arrange to arrive no earlier than 5 minutes prior to the beginning of class (8:40 a.m.).

**Dismissal:** Your child will only be released to the parent or authorized adult. If another adult is picking up your child and they are not listed on the authorization list submitted during registration, be sure to notify the teacher or office. Please pick your child promptly (within 5 minutes of dismissal) to avoid late fees. Morning session dismiss at 11:45 and all day sessions dismiss at 2:45 p.m. promptly.

Charges for frequent late pick-ups will be assessed and added to your account. (\$5 will be assessed for every 5 minute interval) Parents are responsible for late charges even if your daycare provider or other authorized adult is late.

**Parking Lot:** Safety is our number one concern. Please allow plenty of time to safely drop your child off and watch for little ones who may dart out in front of you in the parking lot. If using our valet service please have the child seated directly behind the driver.

**Birthdays:** We will recognize birthdays for all children in the program during snack time on the day closest to the child's actual birthday. If you are passing out invitations for a party at school, everyone in the class must be invited. We want to promote positive self-esteem in every child.

**Discipline and Peer Conflict Resolution:** Learning acceptable social interaction is a large part of our program. We want every child to succeed. We will use the time-out method for children that are having difficulty with self-control or interacting with peers. Our teachers will attempt to discuss the behavior and explain to the child what actions were unacceptable (depending on the child's frame of mind at the time).

In cases of student conflict, we will speak with both students and encourage compromise and reconciliation. Teachers and/or the Director may request a conference with the parent to discuss continued behavioral problems and will work with you to overcome these challenges. We may ask you to pick up your child if they are having a difficult day.

Continued behavior that results in constant disruption to the class or injury to other students may result in removal from the program.