



2012-2013 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

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 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.

Goals:

Social/Emotional– teach your child how to interact in a group environment and give them tools for handling conflict.

Academic – instill an enthusiasm for learning through a wide variety of activities that build a strong foundation for the coming school years.

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.

Calendar: The preschool closely follows the *Everett School District’s calendar* for closures and late starts.
School will begin Monday, September 10, 2012.

We observe the following Holidays: (*dates to be provided at start of school*)

Veteran’s Day, Monday, Nov. 12

Wednesday, Thursday and Friday of Thanksgiving, Nov.21-23

Christmas Break

Martin Luther King Day, Monday, Jan. 21

President’s Day (Monday only, We do not take the full mid-winter break) Monday, Feb. 18

Spring Break

Good Friday (the Friday before Easter) Friday, March 29

Memorial Day, Monday, May 27

June 14, 2013—last day of school

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 our staff to attend such events throughout the year and will notify you well in advance of these dates if they affect your child’s class.**

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

Book Bags: We will provide your child with an initial book bag. An inexpensive canvas/cloth bag is all that is necessary. If you need a replacement, you may purchase an additional bag for \$5.00.

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 visiting with other parents before or after class, for safety reasons, please keep a close eye on children playing in the building or outside.

Snow Days: School closures may occur due to snow and other emergencies. We will follow the *EVERETT SCHOOL DISTRICT HALF DAY KINDERGARTEN* weather policies. A recorded message will be left on the school phone line (425) 931-8092 by 7:00 am. In the event of a 2 hour delay classes will be held as follows:
 Morning Session 10:00 am-noon
 Afternoon session 1:00 pm-3:00 pm.

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 6 days of school have been canceled.

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

Our curriculum will provide:

- An opportunity for children to "learn how to learn" by helping them discover answers through hands-on learning activities that stimulate their curiosity and creativity.
- Language development, as well as thinking and motor skills.
- Interaction with other children through cooperative learning activities together with social skill awareness such as good manners and appropriate behavior.
- Curriculum activities that foster a positive self-image in each child and facilitate in their intellectual, social, emotional & physical development.
- 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 such as Christmas and Easter.*

Classes Held On	Session
Monday, Wednesday, Friday (Pre-K) (MUST BE 4 by 9/1/2012)	9:00 am - 11:30 am 9:15 am -11:45 am
	12:30 pm - 3:00 pm 12:40 pm- 3:10 pm
Monday-Friday Pre-K	9:15 am—11:45 am 12:40 pm - 3:10 pm
Tuesday, Thursday Preschool (MUST BE 3 BY 9/1/2012)	9:00 am - 11:30 am 9:15 am - 11:45 am
	12:30 pm - 3:00 pm
Preschool Monday, Wednesday, Friday (MUST BE 3 BY 9/1/2012)	9:00 am—11:30 am
	12:30 pm - 3:00 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 on or 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 mailed to the school or given to the director or office staff. Please do not give tuition to the teachers. We reserve the right to drop a child from the program due to non-payment of tuition past 30 days or more .

Withdrawal from the Program: If your 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.

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 up promptly (within 5 minutes of dismissal) to avoid late fees. Morning sessions dismiss at 11:30/11:45 and afternoon sessions dismiss at 3:00/3:10 pm promptly.

Late Pick-up: 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.

Security: After drop off, the front doors may be locked for security purposes. A phone number will be listed on the preschool door to call for access as well. Please keep the preschool phone number handy in the event you need to contact us.

Birthday Snack: We will recognize birthdays for all children in the program during snack time on the day closest to the child's actual birthday. Because of allergies, a special birthday snack form will be sent home just prior to your child's birthday with guidelines for store bought foods (no home prepared goods). If you are passing out invitations at school for a party, everyone in the class must be invited. We want to promote positive self-esteem in every child.

Additional Class Snacks: In order to meet food service standards set by the State, all snacks must be purchased from a licensed provider (grocery store) in sealed containers or sealed single serving size packaging. Perishable foods such as fruits and vegetables must be prepared (washed and cut) and served on site.

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.

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.

Daily Arrival: Please arrange to arrive no earlier than 10 minutes prior to the beginning of class. After the first week of school, we will offer curbside valet service. If you would like to take advantage of this service, have your child seated directly behind the front passenger with bags ready to hand to the staff member who picks up your child from your car.

Discipline and Peer Conflict Resolution: Learning acceptable social interaction is an important part of our program. We want every child to succeed. We will use the reset or time-out method for children that are having difficulty with self-control or interacting with peers. In an effort to teach self-management skills, our teachers will attempt to discuss the behavior and explain to the child what actions are acceptable/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.

Parental Concerns: We value open communication with our families. Please feel free to contact the director or teacher if you have any questions or concerns. If you choose to contact the teacher, please arrange to do so outside of classroom hours, and not during pick up or drop off, as your child's teacher will be solely focused on our students during this time. Your teacher's e-mail address will be provided to you or you may leave a message for the teacher to call you or set up an appointment. Our students are our number one priority and we will be able to give you our full attention after all students have been dismissed.

Toilet Training: Children must be independent in the restroom. (except Tiny 2's program)

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.

Allergies: If your child has a significant food allergy or medical problem, discuss this with the directors and 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.

Separation Anxiety: It is common for preschool age children to experience separation anxiety when they are left in unfamiliar surroundings. We have found that a quick "kiss & go" is effective in shortening the duration of anxiety. Children take emotional cues from the important adults in their lives and positive reassuring parents will help for a quicker transition into preschool. In most cases a child will calm down after being in their classroom for a few minutes. One of our staff will call if your child cries more than 20 minutes. If a child cries excessively and for a prolonged amount of time, we may assess that they are not quite ready for preschool and may present alternative suggestions.

Health: Please keep your child home if he/she appears to have the symptoms of illness. Please keep your child home for 24 hours following fever, vomiting or diarrhea. 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.