

# Parent Handbook



**preschool &  
kindergarten**

## **Kindergarten**

4326-148th Street SE  
Mill Creek, WA 98012

Located on the campus of  
Gold Creek Community Church

[www.kidsatthecreek.com](http://www.kidsatthecreek.com)

Our Parent Handbook contains important information about our practices, policies and philosophy. Each program is designed to carry a child's early learning experience consistently for the length of its term. It is our commitment to you and your child to provide a safe and relevant environment by trained and loving staff. Our curriculum is designed to be age appropriate reflecting the latest studies in early childhood education.

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# Mission Statement

At Kids at the Creek, our mission is to provide a safe and loving space that fosters learning and growth in the children we serve. We believe that every child deserves to feel valued and nurtured. This is why we strive to instill a sense of belonging and community in all that we do.

Through our play-based activities, we aim to promote a love of learning in each child and build a strong foundation for their future academic success. We also understand the importance of socialization and conflict resolution skills. This is why we teach children how to interact in a group environment as well as provide them with tools to handle conflicts in a positive and constructive manner.

We believe that building self-esteem is an important part of child development. We model independence, self-care, and care for others to instill a sense of confidence and self-worth in each child.

Here at Kids at the Creek, we are committed to nurturing the whole child and creating a positive and supportive environment for families to thrive.

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## **General Information**

School Office Hours: 9:00 am - 3:30 pm, Monday-Friday

Phone (425) 931-8092 Fax (425) 222-2323

[info@kidsatthecreek.com](mailto:info@kidsatthecreek.com)

KATC Mill Creek Campus  
4326 148th St SE, Mill Creek, WA 98012

Directors:

Joy McBride, [joym@kidsatthecreek.com](mailto:joym@kidsatthecreek.com)

Tanya Edwards, [tanya@kidsatthecreek.com](mailto:tanya@kidsatthecreek.com)

### **Tuition**

See the Tuition Table of Programs and Schedules below. Tuition is based upon the entire school year, taking into consideration holidays, in-service days and potential weather related closures. The annual tuition is then divided into 10 equal installment payments. The first payment is due when your contract begins on July 1st. This payment is non-refundable.

### **Registration/Building/Materials fee**

Our \$200 annual registration fee is due at the time of registration and is non-refundable and non-transferable. There is one fee per family per year. The non-refundable Building and Materials fee is also due by July 1st.

### **Payment Policies**

Online accounts are set up at the time of registration. As a courtesy, tuition payments are automatically processed on the 10th of each month with no late fees, this is a free service to our customers. You may make a payment at any time prior to the 10th. Payments made by check are due on the first. Checks received after the 5th are considered late and will incur late fees. Non-payment will result in forfeiture of your child's placement in the Kindergarten class. Insufficient funds will incur a late fee of \$25 unless prior arrangements have been made with the bookkeeper or Directors. We reserve the right to drop a child from the program due to non-payment of tuition past 30 days or more. Please do not give tuition to the teachers. All accounts must be current to register for a new school year.

### **Discounts**

A 3% discount is offered when the full-year tuition is paid the first month by *cash or check*. This discount is valid for students who complete the full year. Please see the Director for the discount. Sibling Discounts are \$35 per month for each additional child enrolled. No tuition discounts are given for family vacations or extended absences.

### **Withdrawal from the Program**

As a commitment to you, we contract our teachers and students for the school year (Sept.-Jun.). If you wish to remove your child from our program and wish to avoid additional tuition charges, you must provide us with **45** days written notice. Any applicable refunds or fees will be processed once we receive written notice. Your Deposit and Building/Materials fee is not refundable.

### **Re-enrollment Fee**

In the event that a parent decides to terminate their child's enrollment contract in our program, and subsequently wishes to re-enroll at a later stage, an administrative fee of \$50 will be charged.

### **Long-Term Absences or Extended Vacations**

Tuition must be paid monthly 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. We cannot hold your child's spot, no exceptions.

### **Tuition Table of Programs and Schedules**

Your Kindergarten Contract with KATC begins on July 1st. To secure your spot, your tuition deposit (June's payment) and the Building/Materials fee are due on July 1st. This payment is non-refundable and non-transferable. When registering after July 1st, the deposit plus the Building/Materials fee is due at the time of enrollment.

Due Dates	Half Day Kindergarten	Full Day Kindergarten
Registration Fee At time of enrollment	\$200	\$200
<b>Building/Materials Fee July. 1</b>	<b>\$500</b>	<b>\$500</b>
<b>Tuition Deposit July. 1</b>	<b>\$650</b>	<b>\$850</b>
Monthly Tuition	\$650	\$850
Yearly Tuition	\$6,500	\$8,500

### **Bookkeeping information**

Bookkeeping email: [accounts@kidsatthecreek.com](mailto:accounts@kidsatthecreek.com)

### **Sick Child Policy**

Please keep your child home if he/she appears to have symptoms of illness such as a persistent cough or runny nose. Please keep your child home for 24 hours following fever, vomiting or diarrhea. No fever reducing medications 24 hours prior to reentering school. You will be contacted immediately to pick up your child if the child becomes ill during the day. Please be sure to keep your contact information current. Due to insurance and liability, we cannot administer any kind of medications or shots. If your child becomes ill with a highly contagious condition such as pink eye, impetigo, lice or hand/foot/mouth disease, please inform us immediately so that we may notify the other families in your child's class. All parties remain anonymous. Your child may return to school upon clearance from the doctor or approval from the Directors with no symptoms or evidence of illness remaining.

### **Immunization Forms**

We must have completed immunization records submitted by Aug. 1st and updated as necessary. These can be mailed, emailed to [immunizations@kidsatthecreek.com](mailto:immunizations@kidsatthecreek.com) or dropped at our office. **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.

### **ADA Policy**

KATC accepts all children to the extent that KATC is reasonably able to provide its services consistently and congruently. Parents have an obligation to disclose significant medical, physical or behavioral issues in writing at the time of enrollment and on an on-going basis. Due to the size of our program, we are unable to provide one-on-one care for any child except in cases such as an injury, immediate discipline or previously agreed upon issues at the Directors' discretion. We strive to include all children, and will work with families to make sure that our program is a good fit for your child.

### **Discipline and Peer Conflict Resolution**

Learning acceptable social interaction is an important part of our program. We want every child to succeed. We use the "Nurtured Heart" approach overall to teach children how to respond positively in class and when 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. 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 concerns 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 Directors 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 email 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.

### **Security**

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

### **Daily Arrival**

Please arrange to arrive no earlier than 10 minutes prior to the beginning of class. You do not need to sign your child in or out. If you use the valet drop off area, a valet staff member will retrieve your child.

### **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 session will dismiss at 11:45 and full day will dismiss at 2:30.

### **Late Pick-up**

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

*To clarify, after 5 minutes, late charges will begin to be applied.*

### **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. Please do not leave children unattended in the car or lobby. Please use the marked crosswalk for safety.

### **Valet**

We are pleased to offer free curbside valet service for drop off and pick up. Please have your child seated directly behind the passenger seat with bags ready to go. Staff can not unbuckle/buckle your child. Place the valet card in the window or on the windshield. Pull forward in the valet line and one of our friendly staff will escort your child safely into the building. Valet services will start shortly after the start of the school year, a ClassDojo message and an email will announce the start.

### **Curriculum**

The Kids at the Creek Staff will use a Kindergarten curriculum which provides your child with a variety of integrated experiences involving reading, math, science, music, art and play.

*Our Common Core aligned curriculum will provide*

- Opportunities for children to "learn how to learn" by helping them discover answers through hands-on learning activities stimulating their curiosity and creativity.
- Language and strong literacy skills, as well as thinking and motor skills.
- Interaction with other children through cooperative learning activities promoting problem-solving and social skill awareness.
- Curriculum activities that foster a positive self-image in each child and facilitate 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 before snack time and discuss Christian Holidays that occur during our school year such as Christmas and Easter.*

*Kids at the Creek does not discriminate in the admission of students based on race, color, national origin, sex, or ability, as required by federal and state laws to the extent that it applies to the preschool. KATC Preschool and Kindergarten reserves the right to modify, supplement, rescind, or revise any policy, with or without notice, as it deems necessary.*

### **Lunch and Snacks**

Lunch and snacks: Full-day will have a 30 minute lunch break each day. Half-day students will have a daily snack time. Lunch and snacks are provided by parents and must be “ready to eat”. We are unable to refrigerate or heat any food items. No peanuts or nuts. Sun-butter is ok.

**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.

### **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. A special birthday snack form will be messaged home just prior to your child’s birthday with guidelines for store bought foods (no home prepared goods) due to food allergies. **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.

### **Outdoor Play**

Outdoor playtime will be encouraged whenever weather permits. We have a large, inviting playground 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 playtime 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. Shoes should fit well, 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.

### **Backpacks, Water Bottles and Headphones:**

As part of the transition from preschool to Kindergarten, you will be asked to provide your child with a backpack and a leak-proof water bottle. Full-day kindergarteners, please provide headphones.

### **Gold Creek Café**

As a member of KATC, you are welcome to enjoy the Gold Creek Café. They offer coffee, snacks, and lunches in addition to providing free Wi-Fi. Please supervise children in the café and lobby areas. We appreciate you reminding your children to treat the café and lobby area respectfully as you would your home. Please, no running, jumping, climbing on the furniture or in the fountain. Thank you in advance for your help and cooperation.

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### **School Holidays/ Important Dates**

Meet the Teacher	9/5-9/6
First Day of School	September 9
Conferences	November 7 (full-day early release), and 8 (non-school day)
Veterans’ Day, No School	November 11
Thanksgiving Break, No School	November 27,28,29
Christmas Break, No School	TBD
Martin Luther King Jr. Day, No School	January 20
President’s Day, No school	February 17 & 18
Mill Creek Campus Spring Break, No School	TBD
Good Friday, No School	April 18
Memorial Day, No School	May 26
Conferences	June 5 (full-day early release), and 6th (non-school day)
Last Day of School	June 13

### **Snow Days**

School closures may occur due to snow and other emergencies. Typically we will follow the **EVERETT SCHOOL DISTRICT** weather policies. A recorded message will be left on the school phone line (425) 931-8092 and posted on our Class Dojo stories by 7:00 am. In the event of a delay, classes will be held as follows:

Half-Day Kindergarten Session 10:00 am to 12:00pm

Full-Day Kindergarten Session 10:00 am to 2:30pm

The Preschool Administration may choose to discount tuition for Snow Days if more than 6 days of school have been canceled in a program.