

# Parent Handbook



**preschool &  
kindergarten**

Kids at the Creek Preschool  
Woodinville Location

6525 Maltby Road  
Woodinville WA 98072

Located on the campus of  
Gold Creek Community Church  
Woodinville/Maltby

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

Our Parent Handbook contains important information on 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, which 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, which is why we teach children how to interact in a group environment and 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.

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) 750-6571

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

KATC Woodinville Campus

6525 Maltby Rd, Woodinville, WA 98072

Directors:

Nancy Recinos, [nrecinos@kidsatthecreek.com](mailto:nrecinos@kidsatthecreek.com)

Kareliz Ramcharan, [kramcharan@kidsatthecreek.com](mailto:kramcharan@kidsatthecreek.com)

## Tuition

Tuition is based upon the actual number of class days fiscally including adjustments for holidays, teacher in-service days and potential weather-related closures. These days are then divided into 10 equal installments for ease and continuity. For further details, please see the Tuition Table of Programs and Schedules below.

## Registration 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 on or before August 1st.

## Tuition Table of Programs and Schedules

Your Preschool Contract with KATC begins on August 1st. To secure your spot, a tuition deposit is due August 1st which is applied to June tuition. The Building/Materials fee is due on August 1st. This payment is non-refundable and non-transferable. When registering after August 1st, the deposit plus the Building/Materials fee is due at the time of enrollment. *For your convenience, the remaining annual tuition is divided into equal payments to be paid over the remaining months that school is in session (Sept-May) according to your contract.*

Due Dates	Little 3's 2 Hour Starts Oct.	2 Day 2.5 Hour Preschool	3 Day 2.5 Hour Preschool/Pre-k	3 Day 4 Hour Pre-k	4 Day 2.5 Hour Preschool/Pre-k	5 Day 2.5 Preschool/Pre-k	5 Day 4 Hour Pre-K
Registration Fee	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Building/Materials Fee Aug. 1	\$200	\$200	\$300	\$300	\$400	\$500	\$500
Tuition Deposit Aug. 1	\$300	\$315	\$390	\$620	\$450	\$500	\$775
Monthly Tuition	\$300	\$315	\$390	\$620	\$450	\$500	\$775
Yearly Tuition	\$2,700	\$3,150	\$3,900	\$6,200	\$4,500	\$5,000	\$7,750

## 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. 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. 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.

## 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 extended 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.

### **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. You will acquire a \$30 late penalty.**

### **Allergies**

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

### **ADA Policy**

KATC accepts all children to the extent that it 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 ongoing 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 Director's 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 the 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 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. In cases of biting or excessive physical force, we understand that preschoolers often have a limited vocabulary and big emotions which may lead to frustration or undesired behavior. We have found that removing the child immediately from the situation is the most successful method. The child usually returns the following school session with a fresh start.

### **Transitional Period**

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. A member of our staff will call if your child cries for 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 we may present alternative suggestions. A two week trial for any program is

sufficient time for us to evaluate if a child is ready for group learning. When a new challenge emerges, we will promptly attempt to equip the child with words to help them express their frustration and gain tools for success. Continued behavior that results in constant disruption to the class or injury to other students may result in removal from the program at the Director's discretion. If a child bites we will suspend enrollment for 3 months or wait until the following year, giving the child a little more time to mature.

### **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 email address will be provided to you or you may leave a message in ClassDojo 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 preschool door to call for access as well. Please keep the preschool phone number handy in the event you need to contact us.

### **Daily Arrival**

Children may be dropped off no earlier than 5 minutes before the beginning of class. Shortly after the first week of school, we will offer free 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.

### **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 at the time of registration, be sure to notify the teacher or office in advance. Please pick your child up promptly (within 5 minutes of dismissal) to avoid late fees.

### **Late Pick-up**

Charges for late pick-ups will be assessed and added to your account (\$5 will be 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, 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 will announce the start.

### **Curriculum**

The Kids at the Creek Staff will use a play-based curriculum that emphasizes emotional and social development. We will provide your child with a variety of experiences involving literacy, math, science, music, art, and play.

*Our 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.
- 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 reserves the right to modify, supplement, rescind, or revise any policy, with or without notice, as it deems necessary.*

### **Daily Classroom Communication**

Both administrators and teachers use an app called ClassDojo to communicate with our families. Teachers are expected to communicate through pictures and writing once a week. You will use this app to communicate with the teacher and school as well. It is free, no need to sign up for additional features. You will be sent an invitation from the school or teacher once your child is placed in their classroom.

### **Toilet Training**

Children must be potty trained and independent in the restroom. If a child repeatedly has accidents, we reserve the right to determine if a child is ready for our school. No pull-ups or diapers, please.

### **Class Snacks**

We provide snacks for students, however, we do ask that parents provide a small, leakproof water bottle for their child to carry in daily. If a parent provides a teacher approved snack, to meet county food service standards, all snacks must be purchased from a licensed provider (grocery store) in sealed containers or packaging. Perishable foods such as fruits or vegetables must be prepared (washed and cut) 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 due to food allergies. No home prepared goods, please. 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 an 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 an indoor multipurpose room and can hold indoor play times 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 restroom. 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 that require assistance such as belts, overalls, or buttons.

### **Book Bags**

We provide every child with a canvas book bag. If you need a replacement, you may purchase an additional bag for \$5.00. No backpacks except for Kindergarten at the Mill Creek campus.

### **GC 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.

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

First Day of School/Meet the Teacher	September 9
Veterans' Day, No School	November 11
Thanksgiving Break, No School	November 27-29
Christmas Break, No School	Dec. 23-Jan.3
Martin Luther King Jr. Day, No School	January 20
President's Day, No School	February.17
Woodinville Campus Good Friday	April 18
Woodinville Campus Spring Break, No School	April 7-11
Memorial Day, No School	May 26
Last Day of School	June 13

### **Snow Days**

School closures may occur due to snow and other emergencies. Typically we will follow our **LOCAL SCHOOL DISTRICT** weather policies. A recorded message will be left on your campus school phone line and posted on our ClassDojo stories by 7:00 am.

In the event of a delay due to weather, classes will be held as follows:

AM Session 10:00 am to Noon

PM Session 1:00 pm to 3:00 pm

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