

# Parent Handbook



**preschool &  
kindergarten**

## **Preschool**

4326 148th St 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 fun, safe, and meaningful environment with trained and loving staff. Our curriculum is designed to be age-appropriate, reflecting the latest studies in early childhood education.



# 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. We recognize the importance of teaching children to interact in groups, equipping them with skills to resolve conflicts positively and constructively.

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 every aspect of a child's development while fostering a positive and supportive environment that enables families to thrive. Our early learning program focuses on creating a space where children can grow and learn holistically.

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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:**

Valerie Stiger, [vstiger@kidsatthecreek.com](mailto:vstiger@kidsatthecreek.com)

Sarah Lenaburg, [slenaburg@kidsatthecreek.com](mailto:slenaburg@kidsatthecreek.com)

*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. Please refer to the ADA policy for further information.*

## **Tuition**

Tuition is based upon the actual number of class days fiscally. This includes 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.

## **Fees**

Our annual enrollment fee of \$200 is due upon registration. This fee applies to each family once per year. The Building and Materials fee is due on or before August 1st. These fees are non-refundable and non-transferable.

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

The preschool contract with KATC will start on August 1st. On this date, the tuition deposit is required, along with the Building/Materials fee, both of which are non-refundable and non-transferable. The tuition deposit will be applied directly to June's tuition. *For your convenience, the remaining annual tuition is divided into equal payments to be made over the months the school is in session (September to June), as outlined in your contract.*

Due Dates	Tiny 2's/Little 3s Starts Oct.  2 Hours	2 Day Preschool  2.5 Hours	3 Day Preschool  2.5 Hours	3 Day Pre-K  2.5 Hours	3 Day Pre-K  4 Hours	5 Day Pre-K  3 Hours	5 Day Pre-K  4 Hours
Enrollment Fee	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Building/Materials Fee Aug. 1	\$200	\$200	\$300	\$300	\$300	\$500	\$500
Tuition Deposit Aug. 1 (June's Payment)	\$300	\$315	\$400	\$400	\$550	\$600	\$800
Monthly Tuition	\$300	\$315	\$400	\$400	\$550	\$600	\$800
Yearly Tuition	\$2,700	\$3,150	\$4,000	\$4,000	\$5,500	\$6,000	\$8,000

## **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. You may make a payment at any time prior to the 10th. Payments made by check are due on the first day of the month. 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 the 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 up to date to register for a new school year.

## **Discounts**

A 5% discount is available for full-year tuition paid by August 1st, using ECheck, cash, or check payments only, applicable only to students completing the academic year. There is also a sibling discount of \$35 per month for each additional child. Please consult the Director for more details.

## **Withdrawal from the Program**

If you wish to remove your child from our program and avoid additional tuition charges, you must provide us with written notice at least 45 days in advance. Any applicable refunds or fees will be processed once we receive a written notice. Your Deposit and Building/Materials fees are non-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.

## **Bookkeeping information**

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

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

See the link below

[https://kidsatthecreek.com/wp-content/uploads/2025/05/2025-26\\_KATC\\_Campus\\_Calendar.pdf](https://kidsatthecreek.com/wp-content/uploads/2025/05/2025-26_KATC_Campus_Calendar.pdf)

### **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.

### **Snow Days**

School closures may occur due to snow or emergencies. We follow the Everett School District's guidelines. For any weather-related delays, please check your Child Pilot Messages for schedule updates.

### **Sick Child Policy**

Please keep your child home if he/she appear to have symptoms of illness such as a persistent cough or runny nose. Keep your child home for 24 hours following fever, vomiting, or diarrhea. Must be free of any fever-reducing medications 24 hours prior to reentering school. You will be contacted immediately to pick up your child if they become ill during the day. Please ensure that your contact information is up to date. Due to insurance and liability, we cannot administer any medications or injections. 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, provided there are no remaining symptoms or evidence of illness.

### **Immunization Forms**

We must have completed immunization records submitted by Aug. 1st and updated as necessary. These files can be uploaded to our secure Child Pilot App, emailed to [immunizations@kidsatthecreek.com](mailto:immunizations@kidsatthecreek.com), or dropped off 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 daily 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. If your child requires an EpiPen for allergies, it is required that you complete an allergy authorization form and provide a labeled EpiPen.

### **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.

### **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, 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 ChildPilot 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.

## **Discipline and Peer Conflict Resolution**

Learning positive social interactions is essential in our program, and we aim for every child to succeed. We use the "Nurtured Heart Approach" to help children respond positively in class and with peers. To encourage self-management skills, our teachers will explain acceptable and unacceptable behaviors. In cases of conflict, we promote compromise and reconciliation. If needed, teachers or the Director may request a conference with parents to address ongoing behavioral issues. We understand that preschoolers can express intense emotions. If a child is having a difficult day, we may ask you to pick them up due to behaviors such as biting or using excessive physical force. Removing the child from the classroom for the day is often the most effective response, allowing them to return with a fresh start on their next school day. If a child's behavior consistently disrupts the class or poses a risk to others, the Director may remove them from the program. In instances where consistent biting occurs, we will temporarily suspend enrollment until the child is ready to participate safely in the group. This measure is intended to support the development of appropriate social skills during this time.

## **Transitional Period**

Many preschool-age children feel separation anxiety when they are in new places. We have found that a quick "kiss and go" helps reduce this anxiety. Children look to the adults in their lives for emotional support, so if parents are positive and reassuring, it can help children adjust to preschool more easily. Most children will calm down after a few minutes in their classroom. If your child cries for more than 20 minutes, an Admin will contact you. If your child continues to cry excessively, we may determine that they are not yet ready for preschool and suggest alternative options. A two-week trial period for any program is usually enough time for us to see if a child is ready for group learning. When new challenges come up, we will help your child learn to express their frustrations and give them tools to succeed.

## **Security**

After drop off, the front doors may be locked for security purposes. 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 10 minutes prior to the start 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, please have your child seated directly behind the front passenger with bags ready to hand to the staff member who will pick 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 is not listed on the Authorization List submitted at the time of registration, please 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**

Your child's safety is our priority. Allow ample time for drop-off and watch for children in the parking lot. Keep children supervised and do not leave them unattended in cars. Always use marked crosswalks 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 members will escort your child safely into the building. Valet services will start shortly after the start of the school year, a ChildPilot message will announce the start.

## **GC Café**

As a member of KATC, you're invited to enjoy the Gold Creek Café, which offers coffee, snacks, lunch, and free Wi-Fi. Please supervise your children in the café and lobby areas and remind them to treat these spaces with respect, as they are workplaces for the public and the church. We ask that children **do not run, jump, climb on furniture, or play in the fountain**. Thank you for your cooperation.

## **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 promotes 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.

## **Daily Classroom Communication**

Both administrators and teachers utilize the Child Pilot App to communicate with families. Teachers are expected to share updates through pictures and written messages at least once a week. You can also use this app to communicate with your child's teacher and the school. The app is free to download. Once your child is enrolled, you will receive an invitation from the school to get started.

## **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. Does not apply to Tiny 2's or Little 3's class.

## **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.

## **Lunch**

Students in a 4-hour class will have a 30-minute lunch break each day, while half-day students will have a daily snack time. Parents are responsible for providing lunch and snacks, which must be "ready to eat." Please note that we are unable to refrigerate or heat any food items. Additionally, no peanuts or tree nuts are allowed, but Sunbutter is acceptable.

## **Birthday Snack**

We will celebrate each child's birthday during snack time on the day closest to their actual birthday. A birthday snack form will be sent home with guidelines for store-bought snacks due to food allergies—please do not bring home-prepared foods. If you distribute party invitations at school, all classmates must be invited to promote positive self-esteem.

## **Outdoor Play**

Outdoor playtime will be encouraged whenever the weather permits. We have an inviting playground, and we will attempt to go outside even when it's cold, so be sure to send a jacket with your child. Additionally, we have full access to an indoor gym, allowing us to hold indoor play times and group activities on rainy or extremely cold days.

## **Clothing**

Be sure to dress your child in clothes that are comfortable and easy for them to use the restroom independently. Footwear should be sturdy and suitable for outdoor play. Please refrain from wearing open-back shoes, Crocs, or flip-flops. Our curriculum features various messy materials, including paint and glue, that may stain clothing. Avoid dressing your child in clothes that require assistance, such as belts, overalls, or buttons that are difficult to fasten.

## **Book Bags**

We provide every child with a canvas book bag. If you need a replacement, you may purchase an additional bag for \$8.00. No backpacks except for Kindergarten.