

Lynnwood Free Methodist Discovery Preschool

PARENT HANDBOOK **2015-2016**

Revision, August 25, 2010

Discovery Preschool

is a ministry of Lynnwood Free Methodist Church

6519 188th Street S.W.

Lynnwood, WA 98037

www.lynnwoodfmc.com

Office Hours

7:30am - 3:30 pm.

Monday-Friday

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PHILOSOPHY

Lynnwood Free Methodist Church Discovery Preschool believes it is important for every child to have a safe, nurturing Christian environment in which they can grow and mature.

MISSION

Preparing your child spiritually and academically for success for kindergarten and their future.

We commit ourselves to helping children:

- Feel secure and successful away from home and become familiar with a school setting
- Develop healthy attitudes about themselves and others
- Develop self-confidence, self-expression, self-control, responsibility, and the ability to be self-directed
- Grow in awareness of God and the world around them

To meet your child's overall developmental needs we commit ourselves to provide:

- Opportunities to express creativity through a multi-sensory environment that includes a variety of curriculum and activities
- An encouraging, nurturing, learning environment to foster education through active participation
- Curriculum geared to strengthen all aspects of a child's growth & development: socially, morally, mentally, physically and spiritually.
- A clean, safe facility with attentive teachers and staff modeling kindness and respect in word and conduct.

We Believe

-In the living and holy God, of grace and love, who is revealed in the Father, the Son, and the Holy Spirit.

-That Jesus Christ, out of love, lived, died and rose from the dead to reconcile us, his creation, to God the Father.

-That the Holy Spirit is God present with His believers, indwelling them to provide guidance, comfort, and strength. In the person of the Holy Spirit, each believer is empowered to live a godly life and is gifted for service to the body of Christ.

-That the Bible is God's written word, uniquely inspired by the Holy Spirit, and authoritative over all of human life.

-That God created humanity in His own image, morally free and responsible to choose between good and evil. Inherently sinful, humanity is not able, through personal strength and work to restore itself to a right relationship with God.

-That the church is created by God; it is the people of God and exists to fulfill His purposes.

-That Jesus Christ's return is certain and may occur at any moment. When he returns, He will fulfill all His promises and will claim His followers.

For a complete description, see our Free Methodist Church denominational website at www.fmcusa.org.

Policies & Guidelines

TUITION AND FEE SCHEDULE

Monthly tuition is due on or before the 10th of each month. Make check payable to **LFMC Preschool**.
Monthly tuition is:

2 day	3 day	5 day
\$149	\$203	\$352
10% discount provided for 2 or more children enrolled Discovery Preschool		

Tuition is due regardless of vacations, illness or school closures. Tuition **not** received in the church office by the 10th of the month will have accounts charged a **late fee of \$10 per day after the 10th of the month**. Payment for all late fees is due when you pay your tuition. All families are expected to keep their accounts current. A fee of **\$20** will be charged for NSF (non-sufficient funds) check, in addition to the daily **\$10** late fee if after the 10th. Payments may be mailed to **LFMC PO BOX 5570 Lynnwood, WA 98046** or dropped off in the church. **LFMC PRESCHOOL RESERVES THE RIGHT TO DROP A CHILD FROM THE PROGRAM DUE TO NON-PAYMENT OF TUITION AFTER 1 WEEK PAST THE DATE DUE. THE FAMILY MAY ENROLL THE CHILD AFTER ALL FEES HAVE BEEN PAYED IF SPACE IS AVAILABLE.**

- If a current Discovery Preschool family refers a new family to our program, they will receive a \$50 tuition credit upon enrollment.

Activity fees and other incremental fees are not included in the monthly tuition. Discounts do not apply to fees. Current families are invited to reenroll for the following school year in February of each year.

For returning families: to secure your child's spot, required paperwork and a \$50 deposit (applied to first month tuition) by the end of February. Open enrollment (spaces become open to the public) begins the first of March.

For new families: to secure your child's spot, required paperwork with a \$50 registration fee must be submitted before school begins.

AGE REQUIREMENTS

Children are eligible for enrollment 1 or 2 years before entering Kindergarten

DAILY DROP OFF/ PICK UP

1. Please park in parking lot spaces. Do not block driveways or park along the curb at the preschool entrance.
2. Please observe the **ONE WAY TRAFFIC FLOW**. It helps avoid traffic mishaps and maintains an orderly and safe environment. Also, please respect any **CONED OFF** areas.
3. You may drop off your child at school between 8:50-9AM. If at all possible, please drop off your child on time as to not disrupt classroom activities. The preschool door will be locked for security reasons shortly after 9:10AM, . If you are dropping off late and the door is locked, you may enter through the upstairs church entrance. Preschool door will be unlocked between 11:50- 12 for pick up time.
4. No child shall ever be left alone or unsupervised. The child will remain in the care of the staff until released to a parent, guardian, or approved person. If a guardian or approved person is scheduled to pick up the child in place of a parent, that person must be **over the age of 18**.
5. **NO CHILD will be released to a person not previously authorized** by the child's parent or guardian to pick up that child. We must have written or direct verbal authorization for anyone other than the parent/guardian to remove the child from our facility.
6. All parents receive a release form in their orientation materials and must list any approved persons for pick-up purposes. Please notify the child's teacher ahead of time that an approved person will pick up the child. Teachers will release your child from the classroom to only you or your approved person.

LATE PICK UP FEE POLICY

Preschool students may be picked up between 11:55 and 12:05 noon. A late fee will be assessed to parents who are late picking up their child. Listed are the procedures the preschool will follow:

1. The first time a parent is late a verbal warning will be given.
2. The second time a parent is late a written warning will be given.
3. The third time, and for any incidences after that, the parent will be charged \$5 for every five minutes he/she is late.

We understand that unavoidable or emergency situations might occur throughout the year that may cause parents to be late. Therefore, the director will assess emergency situations on a case-by-case basis in determining late-fee assessment.

ATTENDANCE

It is **very important for your child to be at school by 9:00 AM on your scheduled days. Repetitive tardiness is disruptive to the education process. A child who enters the classroom late also disturbs the entire classroom. Arriving on time is respectful to teachers and classmates.** We take our commitment to your child's education seriously and a late arrival can be upsetting to other students in the classroom. This is an important part of making the school day successful for everyone, so we kindly ask for your cooperation.

ABSENCES AND WITHDRAWAL FROM PROGRAM

Tuition must be paid on a monthly basis even if your child is absent from the class for an extended period of time due to illness or vacations. If your child(ren) has to drop from the program, you **MUST** give two weeks notice to the Director for tuition **refunds** that may be due and/or payment that is due for that month from which you are dropping.

IMMUNIZATION FORMS

We **must** have completed immunization forms and emergency cards before school starts. These forms are to be turned in prior to the first day of school. Your child will be unable to attend the school

without these forms turned in.

HEALTH POLICY

To ensure a healthy and safe environment we will enforce the following health guidelines:

All children, prior to admission, must have on file:

1. A completed medical report
2. A record of all required immunizations for ages 2-5

A daily health inspection is given upon each child's arrival. Children with obvious symptoms of illness will be sent home.

Notify the school promptly if your child is diagnosed with a communicable disease.

SICK CHILD POLICY

Your child will be sent home if symptoms of illness appear. The child will be isolated from other students and you will be contacted to pick him/her up from the school *within 45 minutes*. Children who are contagious must stay home. School parents and the Health Department will receive a notice of communicable diseases that are present at the school when applicable.

Keep your child home if he or she:

- ☐ has a fever or had one during the last 24 hours
- ☐ has a heavy nasal discharge (pay attention the color of nasal drainage)
- ☐ has a constant cough
- ☐ is overly tired (rest may prevent a serious illness from developing)
- ☐ has vomited or had diarrhea in the last 24 hours
- ☐ has symptoms of a communicable disease (runny nose, sore throat, headache,
- ☐ abdominal pain, redness in or discharge from eyes, rash, and/or fever)
- ☐ has lice; children who have lice may not return to preschool until they are louse and nit (egg) free.

ACCIDENT REPORTS

Most injuries or accidents are minor enough to be treated with soap and water and a bandage. Parents will be contacted immediately if an injury appears to require medical attention. Staff will provide a written "Accident Report" for parents when an injury occurs.

MEDICAL/DENTAL EMERGENCY

In case of medical or dental emergency, we will make every attempt to contact a parent. If we cannot contact you and your child requires immediate medical assistance, we will do any or all of the following:

- ☐ Call 911
- ☐ Have the child taken to an emergency hospital accompanied by a staff member.

MEDICATIONS

An Authorization to Administer Medication form must be completed for prescription medications to be given at Discovery Preschool. All medication must: come in the original container with an unaltered label; be dated and marked with the child's name; be given in accordance with the label directions

We reserve the right to deny a request to administer medication. Our school shall have no responsibility for failure to provide requested medication or for adverse reactions caused by the administration of such prescription or nonprescription medication.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and current immunization history. These forms must be updated and kept current.

ALLERGIES

1. **All parent/guardians of** Discovery Preschool students are required to complete a Statement of Allergy form upon admission and **must be kept current**. All parent/ guardians are responsible for informing the school immediately if new allergies develop and for following written school food allergy procedures for proper documentation. Fill out this form and turn it in even if your child does not have allergies. Just write "None" and return it for your child's file.
2. **The child's physician must medically document all allergies** and Discovery Preschool must receive a signed Medical Emergency Plan for Severe Allergic Reaction in writing from the child's physician, prior to admission. The listed allergy, known side effects and a treatment plan must be included in this correspondence. Please arrange a time to review the treatment plan with your child's lead and assistant teachers. You will receive the required form from LFMC Preschool in your "Family Packet" after enrollment. A copy of this will be kept in the child's file in the director's office as well as in the child's classroom.
3. Parents of students with no known food allergies are required to complete a Statement of Allergy form indicating that "no known allergy" is present.
4. Parents of students with known and medically documented food allergies are required to complete a Statement of Allergy form for each known food allergy. **MEDICAL ACTION PLANS:** To comply with state law and ensure safety preparedness on the first day of school, each student with severe allergies must have a medical action plan, medications and doctor's orders in his/her file prior to the child's first day **with enough time** to allow the LFMC Preschool staff to process and disseminate the information properly.

BIRTHDAYS

Birthdays are very special to children! Parents are welcome and encouraged to come into the classroom for their child's birthday celebration. Special treats may be brought in, and this is scheduled for the snack time of the day. Parents must adhere to the preschool's nut free policy. **Birthday snacks must be store-bought in the original packaging**, not baked at home, as part of state requirements. Please coordinate the date/exact time with your child's teacher. Please refrain from distributing birthday party invitations at school, unless every child in the class is invited.

SNACKS

We believe in providing snacks because they are an essential part of the learning process. We learn to share, try new foods, learn table manners, proper hand-washing procedures and to thank God for our food. Each family will be responsible for sending sealed, store-purchased snack for the classroom once each month.

Because of health regulations and classroom limitations, we cannot accept home-prepared snacks, opened or unsealed snacks, or home-prepared beverages.

Discovery Preschool is acutely aware of the increase in food allergies over recent years. We are committed to protecting students with food allergies. **We are a "nut free" facility. Please read all labels carefully, before bringing your snack to school.**

Below is a list of suggested snacks for your consideration:

Applesauce, fresh fruit, carrots or celery sticks, bagels, crackers, cheese, cold cuts, dried fruit, muffins or yogurt.

SHOW & TELL

We like for the children to participate in Show & Tell only on their assigned day. Help your child in selecting something to show the class and to tell about it. We limit one item per child. Toy guns or other toys that promote violence **will not be allowed** to be shown.

TOYS FROM HOME

Please leave your child's toys at home. If you have a book that may be of interest to all of the children, we appreciate this being shared with the class.

ADDITIONAL PARENT INFORMATION

1. Our primary form of communication is notes and papers sent home. They communicate important information that you need to know. Be sure to check your child's cubbie daily.
2. Feel free to contact your child's teacher or the Director anytime with any concerns that you may have.
3. Be sure that local emergency contact information is kept current. If an emergency arises, we need to be able to reach you or a designated adult.
4. Individual and class pictures are scheduled in advance and you will be notified.

CLASSROOM CURRICULUM

Learning through directed play and active discovery is at the heart of the preschool curriculum. The early childhood experiences LPMC Preschool provides a variety of experiences for children depending on their age and/or level of maturity. There is a planned, theme-based curriculum for each month of the school year. **In the classroom, we** help children become comfortable with routine of school. Our focus involves four areas: developing social skills, fine motor skills - gluing, lacing, coloring, painting, buttoning, zipping, etc.; gross motor skills - coordination, jumping, catching, etc. and spiritual growth - expressing love and other feelings for family, friends and Jesus and knowing they are loved. Each month's lesson plans emphasize shape and color recognition, letter recognition, basic phonics, written name recognition, patterns, number recognition and sequencing, and spiritual development.

Children will learn to listen to and follow instructions, take responsibility in classroom helper roles, and emphasis on good manners and respect will be incorporated into each day. They will learn to develop relationships during free play, sharing and snack times, as well as circle times, which focus on stories and sharing. Students will have exposure and teaching in areas such as literature, music, art and caring for the environment. Prayer before snacks and Bible stories and verses are an important part of our curriculum. Our goal is to help prepare your child for kindergarten.

SNOW DAYS

School closures due to snow or ice will happen if the Edmonds School District is closed. If the school district is delayed at all, LPMC Preschool is **cancelled**. Please check our website, listen to radio stations or watch TV news for school closure/delay information before 8:00 a.m., as often these are not announced past 8:00 a.m. You will be notified if LPMC Preschool make-up days are necessary.

PARENT PARTICIPATION

Parents are definitely welcome and encouraged to participate in the classroom. We simply ask that arrangements be made in advance with the teacher so plans can be made to utilize parent availability. If you have a special skill or educational hobby you would like to share with the children we encourage you to do so! Please make other arrangements for siblings while you are volunteering at school.

Separation anxiety is not uncommon for preschool aged children. Your child may become teary the first few times he/she is in a new environment with new faces. Your confident reassurance, smile, eyes and body language communicate a message to your child and if he/she senses apprehension in you this enhances their feelings of uncertainty. Please hug your child, tell him/her you will be back at

pick-up time and make a prompt departure. You are welcomed to call and check on how your child is adjusting after your departure.

CLOTHING

The best clothes for preschoolers to wear are comfortable play clothes that encourage **self-help** and do not discourage their participation in activities. Please bring a full change of clothing to keep at school, in case of accidents.

PLAYGROUND SAFETY

To ensure safety while children are on the playground:

1. Staff will actively supervise the children during outdoor and indoor playtime, and will maintain required teacher/student ratios at all times.
2. We recommend **closed-toe shoes** and clothes without drawstrings around the neck. Athletic type shoes are best. Necklaces and bracelets are discouraged.
3. L FMC will ensure that the playground is well maintained, always in complete compliance with county and state safety regulations.
4. Staff will ensure the playground gate is securely fastened.

RECESS

We offer supervised outdoor playground activities. We will make every attempt to take the children outside, so please pack a jacket. In “uncooperative” weather, we will take advantage of our large indoor play area.

EMERGENCY PLAN

The preschool has specific procedures in place for the following environmental emergencies:

- Building Emergencies
- Severe weather conditions
- Threats of Violence
- Earthquakes

MAJOR DISASTER

In the event of an earthquake or other major disaster, phone contact with the school may be unavailable. Once you are safe, please begin immediately to come pick up your child. The LFMC staff will remain on the premises until all students have been released to a parent, guardian, or other designated person. Please make sure we have your updated phone numbers on file. LFMC has a 3-day supply of food and water stocked on site at all times, for use in the event of an emergency. If your child is on medication~ please be sure we have a 3-day supply.

DISCIPLINE BEHAVIOR

Lynnwood Free Methodist Preschool views discipline as a process. Children need to grow and develop appropriate behaviors. Positive reinforcements for good behavior in a loving, supportive atmosphere promotes the child's self-confidence and leads to increased desirable behaviors. We believe that grace, combined with firm boundaries, goes a long way in helping a child develop responsibility for their actions and behaviors

At the beginning of the year, we teach and model simple, foundational rules. Limits will be implemented, designed to protect the child and the group. Staff will use positive language, focusing on "Do" rather than "Do Not" when redirecting inappropriate behavior. If a child is very disruptive, a brief separation time is used as an opportunity for the child to re-group, not as a punishment. The discipline goal is to redirect the child and emphasize cooperation. We make every effort to be fair, consistent, and age appropriate in our classroom management techniques.

At the discretion of the Director, a written report will be completed when a child is abusive to or causes intentional injury to another child or staff member.

In the event that the child is exhibiting behavior that poses a danger to other students or staff, the Director will require that the child be picked up from school immediately that day. It is only on very rare occasions that a child's behavior may warrant the need to find a different program. Examples of such instance include:

- A child appears to be a danger to him/herself, other children or Preschool staff.
- Medical, psychological or social service personnel visiting our school determine that continued care at our school could be harmful or not in the best interest of the child.
- Any other situation in which the accommodations required for a child's success and participation in school are beyond the scope of our program's offerings.
- It is only on very rare occasions that a parent/guardian's actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include:
 - The parent/guardian fails to acknowledge and/or abide by our program's policies.
 - A parent/guardian demands special services that are not provided to other children and which our school cannot reasonably deliver, including requests that are outside the philosophy of our program.
 - A parent/guardian is physically or verbally abusive to children, staff, or anyone at Lynnwood Free Methodist Church.

School Child Abuse Reporting

Washington State Law requires that school staff immediately report to the Police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. WAC 388-150-420 states "Centers must report suspected child abuse, neglect or exploitation to Child Protective Services (CPS) or the local law enforcement agency immediately. Licensors should also be informed."

Depending on the recommendation of Child Protective Services, school staff may not be able to notify parents when the police or CPS have been called about possible abuse, neglect or exploitation. RCW 26.44.040 specifies what steps CPS may take during investigating an allegation. "The Center Staff are immune from civil or criminal liabilities if the report is made in good faith; that CPS has the right to interview children in the Center and look at any Center files; and that the Center management can be charged with gross misdemeanor if management does not report a suspected case of child abuse."

ANIMAL POLICY

Animals are not allowed on school property, other than fish in properly installed and maintained aquariums and hamsters in secured cages. Animals are never allowed in food preparation areas or eating areas. LFMC will meet all Health Department regulations regarding animal restrictions.

WITHDRAWAL POLICY

A two-week written notice must be submitted to the school office for withdrawal or reduction in your child's schedule. Tuition will continue to be due through the 2 week notification period. No withdrawal notice effective May 15th or later will be accepted; thereafter all accounts will pay through the contract period.

NON-DISCRIMINATION POLICY

LFMC Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

Updated July, 2015
