

## **New Heights Preschool Parent Handbook**

### **Mission Statement**

Providing a safe preschool experience which respects and nurtures each child's ability to imagine, explore, discover, create, and learn.

### **School Philosophy**

We believe that preschool children are social, curious, and creative. They seek to develop social relationships with other children and the adults in their lives. Preschool children are curious and excited to learn about the world around them. They use their developing senses to explore and discover. New Heights Preschool is committed to providing a safe classroom experience which is rich in social interaction and education. Our thoughtfully designed materials are stimulating to children's developing senses, and respectfully encourage students to imagine, explore, discover, create, and learn.

## **The Classroom**

Our classroom environment and teaching style incorporates Montessori and traditional preschool curriculum, materials, and philosophies. This combination has been very successful in preparing preschool children for kindergarten. We provide child directed learning as well as teacher directed lessons and activities. Play based activities which encourage socialization and build large motor skills are an important part of our day during recess, music, and circle times. Children practice and become accustomed to following directions from their teachers, working and playing cooperatively in large and small groups, and discover the joy of learning in preparation for a smooth transition into kindergarten.

The Montessori lessons and activities at New Heights Preschool provide an organized system of child centered learning. Children choose and work with materials which have been carefully prepared and arranged by the teacher. It is here where the child's natural desire to explore and learn are nurtured as they practice their ability to be self-directed. The lesson materials are designed to be attractive and multi-sensory. The teacher introduces and demonstrates lessons in a successive order. The classroom offers a wide variety of multi-sensory materials in all subject areas, including language, math, science, art, geography, music, and practical life skills. Children gain a deeper understanding of each lesson as they continue to use the materials independently and share what they have learned with their classmates.

## **Respect**

Respect is an important concept at New Heights Preschool. Children are expected and encouraged to respect themselves, respect the environment, and respect others. Demonstrations and discussions of how to practice health and safety at school and at home, promote self-respect. We care for the environment by learning how to use and take care of the materials in the classroom. The children will practice and look for opportunities to reduce, reuse, and recycle. We respect and honor each person's ethnicity, religion, and culture. We invite families in our school community to visit the classroom and share their customs and culture with us so that as lifelong students, we acquire and demonstrate understanding and respect toward all.

### **Hours of Operation and School Calendar**

Monday, Tuesday, Thursday, and Friday from 8:00 AM to 4:00 PM. Our school calendar closely follows the Issaquah School District calendar. We will take the same Holiday, Winter, and Spring Breaks. Wednesdays are set aside for parent conferences and lesson planning.

### **Address, Phone Numbers, and Website**

Our mailing address is 24631 S.E. 44 street, Sammamish WA 98029

Our email address is NewHeightsPreschool@gmail.com

Our phone number is 425-736-5421 alternate 425-392-4198

Our website is [www.NewHeightsPreschool.com](http://www.NewHeightsPreschool.com)

## **Sample Daily Schedule**

**Arrival**.....Children check their folder for any “mail” from home, put away their back pack and coat, wash their hands, and choose an activity to work with.

**Circle**.....large group time providing listening, movement, discussions, calendar and weather, planning, sharing, introduction of new concepts, music, story, and other interactive lessons.

**Work time activities**....This time includes individual and small group lessons with a teacher, individual child directed activities, and small group learning activities.

**Story**.....Listening, predicting, reasoning, and comprehension with a variety of opportunities for participation at individual readiness levels.

**Recess**....large motor development and socializing on the playground as we explore and observe the sights and sounds of nature.

**Snack**....relaxation, nutrition, and socializing

**Complete Activities**.....Children finish their work activities and prepare for the end of the day.

**Goodbye Circle**....Large group participation with a variety of activities and discussions.

**Dismissal**....The children and teachers walk up the path to meet waiting parents.

### **Tuition and Payment Schedule**

For your convenience and planning purposes, tuition for the school year is divided into 10 equal, monthly payments. As there is no reduction in payment for shorter months, there is also no tuition increase for longer months. These equal monthly payments are due on the first day of class in September and by the first business day of every remaining month from October through June. Tuition will be considered late and assessed a late payment fee of 5 % for payments received after the fourth of each month.

### **Registration and Tuition Deposit**

A registration fee of \$100.00 is due to secure your child's placement. A tuition deposit for the month of June is \$100.00. These payments are non-refundable.

### **Refunds and Withdrawals**

Because we are holding a place for your child and have commitments to pay our staff and school expenses, refunds are not offered. If you need to withdraw your child from New Heights Preschool, we ask that you give us a 30-day notice.

### **Newsletters and Communication Between School and Home**

Communication between school and home is very important for a successful school year. We will email a weekly newsletter to the email address you provide. Each day we will check your child's school folder for written communication from you. In addition, you are welcome to send messages through email or by phone or text. Please check your child's folder after school each day for communication from us. We will answer your emails, phone calls, and text messages before or after class.

### **Weather Related Closures**

During extreme weather conditions, please check our website or phone message for possible school closures. Please use caution and use your judgment before heading to school during severe weather.

### **Assessments, Progress Reports, and Conferences**

Teacher observations and assessments are conducted throughout the school year. These tools provide us with valuable information so that we may best serve your child. Progress reports will be sent home after the first semester and near the end of the school year. An opportunity to schedule a parent conference will be offered after you receive the first progress report. You are also welcome to contact us at any time during the school year to discuss your child's development and preschool experience.

If your child is experiencing a change in routine due to a move, new sibling, or another life event, please consider letting us know. These situations can contribute to change in child behavior. We are happy to talk with you and hear how we can help your child in the classroom.

## **Snacks and Allergies**

A nutritious snack will be offered to your child each day. This snack is not intended to be a meal. Please take care when feeding your child before class. A balanced breakfast or lunch which is low in sugar and contains protein and fiber will help to provide the energy your child will need to have a successful school day.

New Heights Preschool intends to be a nut free environment. However, if your child is allergic to nuts or other foods, attendance is at your own risk. We will do our very best to limit your child's contact with food which may cause an allergic reaction. If your child has a food allergy or dietary restriction of any kind, we require that you provide all food for your child. Please make sure any food you send is nut free and has not come in contact with any equipment that has been used to process other foods containing peanuts or tree nuts. Additionally, we prefer no grapes and "Go-gurts" in the classroom as they pose a choking hazard.

## **Immunizations**

All children must be fully immunized and have a completed *Certificate of Immunization Status* form on file at New Heights Preschool before they attend their first day of class. We do not want to put any family who may have an infant or other at risk family member to be put in danger of contacting an illness that would otherwise be preventable through immunization. We ask you to keep this form up-to-date.

## **Illness**

Out of respect for all classmates, families, and school staff, please refrain from sending your child to school when they are not feeling well or suffering from a contagious illness or medical condition. Any illness which requires your child to use a decongestant, fever reducer, or pain reliever, indicates that your child needs to rest at home. We will call you to come and pick up your child if they have a fever while at school. **Children must be fever free, without the use of a fever reducer, for 24 hours before returning to school.**

Indications your child should rest at home include;

*If in the last 24 hours your child has experienced*

Fever

Vomiting

Diarrhea

Excessive drainage from the nose, including thick yellow or green discharge

Persistent cough

Infectious skin rashes

If your child is feeling well, has been fever free for 24 hours, and has been on antibiotics for at least 24 hours, they will be allowed to attend school. If your child becomes ill at school, every effort will be made to make him/her comfortable while we try to reach you. If we are not able to reach you, we will contact the alternates included on your enrollment form. In the event of an emergency, we will contact 911 and then try to contact the parents/guardians.

## **Medications**

We are not able to administer medication while your child is at school unless we have discussed it with you and we have all medical forms on file including signed instructions from your child's physician. You will be asked to provide the necessary medication, instructions, and signature from your doctor which would allow us to administer medication, including Epipens. It is your responsibility to keep this medication and dosage information up to date. All medications must be in the original container with a printed label which includes the date, your child's name, dosage, and name of the doctor who signed the instructions we have on file.

## **Flu Policy**

King County health policy states that a person with seasonal flu is contagious for at least 7 days from the time s/he first has symptoms. Children who have been diagnosed with the flu need to stay home for at least 7 days after symptoms began. If the child is still sick after 7 days, they should remain at home until 24 hours after symptoms go away.

## **Clothing**

We want your child to have the ability to experience a school day full of exploring and discovery. The clothing you help your child choose will play an important role. Please send your child to school dressed in comfortable clothing which will allow them to run, balance, play in the sand box, and freely use paint and other art materials. Select clothing that allows your child to be independent in the bathroom and move safely while at work and play. We will be going out for recess each day. A coat, shoes, boots, hats, and mittens which will keep your child dry and warm is also very important. For playground safety and enjoyment, we ask that your child wear socks and shoes or boots each day. Please leave a zip lock bag with a complete change of clothing in your child's back pack.

## **Birthdays**

Your child's birthday is important to us! You will be invited to come to school and read one of your child's favorite books to the children as part of our celebration for your child. We do not serve treats during birthdays.

## **Special Events**

We have three family events planned for the school year. These events include Pumpkin Carving Night in October, a Friendship Festival in February, and an end of the year celebration. Watch for specific dates and times in newsletters.

## **Transportation, Car Seats, and Field Trips**

New Heights Preschool is not licensed to transport children. We ask that you provide all transportation for your child. We will not be able to assist or put any child into a car which lacks the proper safety equipment.

When New Heights Preschool schedules field trips, it will be up to each family to accompany their child and provide transportation to and from the location.

## **Arrival and Dismissal..Signing In and Out**

We will provide a system for you to sign your child into and out of school each day. Your signed statement of permission is needed when assigning anyone other than a parent or legal guardian to pick up your child. This person will also need to provide legal photo ID before signing your child out. This ID can be a driver's license, state ID, or a passport. We will not be able to release your child without your signed permission and one of these documents.

### **Volunteering, Access to the Classroom, and Visitors**

Parents and legal guardians are welcome to visit the classroom at any time. We ask that only one visitor be in the classroom at a time. When you enter the school for a day of volunteering or visiting, we will ask you to read and sign our list of guidelines during your first visit. It is very important that all visitors enter quietly and respect the classroom environment without causing a disruption to the children as they work.

### **Photography**

Technology makes it very easy and convenient to document and share preschool experiences. We enjoy capturing moments and sharing these special memories with you, our preschool families, and the community. Our website and Facebook page may also contain photos of the children and preschool. We will never use the name of any child in our shared photos.

### **Staffing and Substitutes**

There may be times when qualified substitutes will be needed to fill in for a member of our teaching staff if they are unable to be in the classroom. At these times, we will draw from a list of experienced substitutes. If you are qualified and wish to be on our substitute list, please let us know. If for any reason we are unable to safely staff the preschool for the day, we will contact you to cancel and reschedule class for that day. Your child's health and safety are of the utmost concern to us.

### **Child Protective Services and Reporting Requirements**

As teachers, we are mandated by the State of Washington to report any suspected case of child abuse or child neglect to Child Protected Services. We will fulfill this obligation should we suspect danger or risk to any child.

## **Behavior Management and Discipline Policy**

New Heights Preschool models and encourages children to respect themselves, respect others, and respect the environment. We will redirect disruptive or inappropriate behavior by offering alternate activities and behavioral choices. If we feel there is a pattern of behavior which is of concern, we will schedule a conference with you. Occasionally it is necessary to seek outside consultation. We ask for your cooperation and willingness to work with us as we strategize how to best support your child and address behaviors which cause frequent disruptions or safety concerns in the classroom.

Safety for all children is our top priority. If for any reason we feel your child is posing a threat to the safety and well-being of themselves or another child we will ask you to come to the preschool immediately.

## **Emergency Preparedness**

We have developed a safety preparedness plan. This plan includes practicing how to safely evacuate the preschool with the children. We will practice the evacuation procedure with the children. In the event that an emergency dictates that your child needs to stay at the preschool for an extended amount of time, we are equipped to provide food, water, and shelter. If your child has a food allergy or dietary restriction, we ask that you supply an alternate supply of emergency food.

## **Toileting**

New Heights Preschool is not equipped to change diapers. If your child has a bowel movement accident during class, you will be called to come and change your child. If your child is not completely toilet trained, we ask that they wear some form of pull-up or other garment that will serve as protection.

## **Smoking**

New Heights Preschool has a "No Smoking" policy. Smoking is not allowed on any portion of the property or within sight of the children.

**Handbook Acknowledgements**

I have read and understand all portions of the New Heights Preschool Parent Handbook. I agree to follow all policies as stated in the handbook.

signature \_\_\_\_\_

Date \_\_\_\_\_

**Photography agreement**

New Heights Preschool is allowed to photograph my child and use these images in the classroom, photo albums, slide shows, brochures, newspapers, on social media, and on the New Heights Preschool website.

signature \_\_\_\_\_

Date \_\_\_\_\_

