

The Country Playhouse Preschool

Parent Handbook





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Welcome to School

Welcome to **The Country Playhouse Preschool!** Thank you for allowing us the opportunity to serve you and your child. At The Country Playhouse Preschool, our goal as early childhood educators is to provide a strong foundation that will help all children become lifelong learners. We believe that children learn through experience and discovery. Our focus is to prepare children to enter Kindergarten with a healthy self-concept and a positive attitude toward school and learning. We accomplish this by offering developmentally appropriate curriculum designed to develop social, emotional, physical and cognitive abilities. We understand that every child is unique, so we organize our preschool program to allow children to initiate activities to grow from personal interest and intentions. Our preschool students learn through exploration with hands-on developmentally appropriate activities and materials. We facilitate active learning by providing resources, and planning experiences in an environment in which all children can learn.

***“ Tell me and I forget. Teach me and I remember. Involve me and I learn.”
-Benjamin Franklin***

Our Philosophy

At The Country Playhouse Preschool, we want each child to be the very best he/she can be. We strive to create a caring and nurturing environment, one that promotes both individual learning as well as group learning. Children learn in many different ways, and we feel that it is necessary for them to have the proper tools that will lead to new experiences, and help to enhance their abilities and strengths even further. Learning requires active thinking, and hands on activities to let them learn first hand about the world around them. A child that is absorbed in the positive components of life has little time to focus on the negatives.

We want our children to grow up with the knowledge that they can make a positive difference in their life, as well as in the lives of others around them. To do this, we need to work as a team. This means that our school will work with you, the parents, in projecting the most positive influence possible.

We all want the best for our children; they are our future, and we must never lose sight of that fact. As a community of educators and parents, we need to work together to make that future as bright as it possibly can be; for each and every child.

Handbook Intentions

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable information at that time.

Admission Requirements

All enrollment forms are to be filled out and turned in prior to your child starting at the school. A non-refundable **Registration Fee of \$100.00** per child will be paid at the time of enrollment. Your first month's tuition will also be due prior to your child starting at preschool.

ALL students must be fully potty trained prior to enrollment, and be able to utilize restroom facilities. It is understood that accidents will happen, and such incidences will be dealt with by one of our staff members in a discreet fashion. For our 3's/4's class, students must be 3 years old by August 31st of the year of enrollment to qualify for this class. For our 4's/5's class, students must be a minimum of 4 years old prior to enrollment to qualify for this class.

All children are enrolled under a **thirty (30) day probationary period**. This will allow the child, as well as the parent, to orient him/herself with the school, and its policies and procedures. If during the first thirty (30) days either party finds that the child is not integrating well within the school and/or classroom, your child's enrollment may be terminated without notice.

Tuition Fees and Additional Charges

The monthly tuition is due on the 1st of each month, or on the first business day of each month if the 1st of the month falls on a weekend, unless prior arrangements have been made with the Director. Payments can be made in the form of Check, Cash, Money Order, Cashiers Check, ACH Payments and Credit/Debit Card. For non-credit/debit payments, please place payments in the locked tuition box on the wall by the front door of the classroom. For cash payments, please place the cash in one of the payment envelopes provided by the tuition box, fill out the front, and drop it in the tuition box. DO NOT hand your payment to the teachers.

- ACH payments will be automatically deducted each month. Those families wishing to use this option will need to fill out the Procure ACH payment form and return it to the office.
- We do accept Visa or Mastercard Credit/Debit cards only. There is a user convenience fee of **2.5%** for credit/debit card payments. Credit/Debit card payments can be made in person or online through your MyProcure account. More information will be provided upon enrollment regarding accessing and setting up a MyProcure account.
- Receipts will be provided for all payments made and placed in your child's cubby, unless a receipt is not needed. Please make a habit of checking your child's cubby before leaving school each day.
- Late payments will be charged a fee of **\$10.00** per day, per child for payments made after the **3rd of the month** until the balance is paid in full.
- A **\$35.00** fee will be charged for any checks returned as NSF.
- Late Pick-Up fees for a child picked up after **12:10PM** is **\$1.00 per minute late, per child**.

Attendance, Late/Early Arrivals & Dismissals

- Each student is assigned to a specific class and time, and must only attend on those days and times unless prior arrangements have been made. When dropping off or picking up, unless you are volunteering in the classroom that day, we ask that you please be quick. Space in our parking lot is limited.
- When your child is dropped off, you will be required to sign him/her in and out using a Biometric finger scanner. We use a system called Procure, which maintains the attendance records, tuition payments, and other aspects of our preschool program. Parents/Guardians are required to walk students into the classroom to check him/her in, which ensures the safety of your child. This also provides an opportunity to check the parent information board for any “special” information or notices that may be posted. No students will be accepted dropped off in the parking lot.
- Class starts promptly at **9:00AM**. All students must be checked in no later than **9:10AM**, and no students will be accepted after that time unless prior arrangements have been made. Our time is limited each day, therefore we need to make the most of it and late arrivals become a distraction to the learning process and classroom routine.
- Students will be accepted into the classroom starting at **8:55AM**. Please do not come into the classroom before that time, as the teachers are busy preparing for the class and may not be able to supervise each student before the start of class.
- Class ends at **12:00PM**. Please be sure you arrive promptly to pick up your child. The end of class can be a rather hectic time with all the students gathering their belongings and leaving at once, so we ask that you please be patient when picking up your child.

Curriculum/Assessment Information

- We offer a professionally developed, award winning curriculum called Creative Curriculum, that is supervised and maintained by our owner, a Washington State Teacher with a Bachelors degree in Early Childhood Education/Elementary Education, and our highly trained and educated staff.
- We utilize the Center's for Disease Control and Prevention (CDC) child screening tools to conduct student developmental screenings for each student within 30 days of enrollment, and throughout each student's development. Individual results are available for review in each student's portfolio, which can be found in the classroom.
- In addition to the developmental screenings, our school uses Teaching Strategies Gold, a professionally developed assessment system to assess the social, emotional, cognitive and physical development of every student enrolled. Results can be found in your child's portfolio.

Adjustment

What is Normal: It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new and unfamiliar situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

First Experience: If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back may be all your child needs. **Please do not sneak out when your child is not looking.** Usually your child will settle down shortly after you leave.

Discipline

The Country Playhouse Preschool does not allow spanking, shaking, slapping, or any other form of humiliating or corporal discipline. Our goal is to teach our students to use self-control in their dealings with other children and adults. We will do this by redirecting the student to a more acceptable behavior. Also, helping him/her to realize that he/she may express his/her frustrations by using his/her verbal abilities. If someone or something upsets a student, he/she may say so and we will discuss the problem and show the student some techniques they can use that are acceptable in order to solve their problem. Along with redirecting and discussing the situation, there will be occasions where we will need to use other forms of discipline. We will occasionally ask a student to sit at the table and think about his/her actions to help solve the problem, or other methods such as losing outside play time, or the right to play with a particular toy. On very rare occasions, it may be necessary to call a parent to let him/her know that their child is having a difficult time. In this case, we would just ask that you speak to your child, and in many cases just hearing a parent's voice is enough, and actually may be all the child needs to go on with his/her day.

- **Persistent Inappropriate Behavior**

Persistent inappropriate behavior is any behavior which continues in an unabated manner, even after discussing the situation with the parent and student in conference. Persistent inappropriate behavior is also any behavior which threatens the health or safety of other children or staff. Persistent inappropriate behavior demonstrates a continuous inability to conform to the rules and guidelines of The Country Playhouse Preschool.

The following progressive procedures will be used in dealing with a student's persistent inappropriate behavior:

- We will observe and record the student's inappropriate behavior.
- We will document what we have done to try to change that behavior.
- If inappropriate behavior continues, parents will be asked to participate in an immediate Parent/Teacher Conference. A specific plan of action will be developed at this conference to address the behavior. The plan of action will outline all steps the Teacher will take to try and change the behavior and the steps the parents will take to try and change the behavior.
- The Director and/or Teacher may suggest outside resources to the parents to assist them if necessary.
- If the inappropriate behavior continues, parents may be asked to keep the student home for a day or two.
- If the behavior persists, The Country Playhouse Preschool has the right to immediately expel the student.

Accidents, Injuries & Medical Training

First Aid will be administered to a student needing care. Each accident will be recorded on a report. Parents will be given a copy of this report and the school will maintain a copy in the student's file.

We require **all of our staff** to maintain a current CPR & First Aid Certificate, an A.I.D.S./HIV/Blood Borne Pathogens training certificate, a Food Handlers Card and be tested for Tuberculosis.

Release of Students

Students will absolutely **NOT** be released to anyone except those authorized to pick up the student on the enrollment form or Emergency Card. Identification is required of those authorized who are unfamiliar to staff. In the event a parent/guardian wishes another adult to pick up the student, it would require the parent/guardian give written permission in advance or a phone call to

specify who will be picking up and when. Please be sure the pick-up person brings ID. In the case of single or divorced parents, and there is a parenting plan in place, we must have a copy of the parenting plan on file at the school. We cannot withhold a child from his/her parent/guardian unless there is a court order in place that specifically restricts the other parent/guardian from accessing the child. If there is a court order in force, we must have a copy of the order on file at the school to be able to enforce it.

Transportation and Field Trips

We will be scheduling field trips throughout the school year. Parents/Guardians are expected to attend the field trips and transport their own children. We will make every attempt possible to give as much notice of upcoming field trips.

Sick Students

If your child is vomiting or has diarrhea, we ask that you keep your child at home for the day. If a student runs a fever of 100° degrees or higher, or is vomiting, or has diarrhea, we will call the parents/guardians to come and pick up the student. Please bear in mind that per Washington State Department of Health regulations, students must be free of these symptoms for **24 hours before returning to school.** *We are very strict with this policy. If a parent cannot be reached, an emergency contact will be called. We need to keep the environment of our school as clean as possible to ensure the health and well being of the students and staff.*

For slight colds and mild distress we will not require students to leave the school, however if a student is visibly lethargic or generally not feeling well, we will call and consult with the student's parent/guardian to arrange possible pick-up of the student.

Students who show signs or symptoms of lice or nits will be required to be treated and will not be able to return to school without a doctor's note stating he/she is lice and nit free. No exceptions!

Discrimination

We at The Country Playhouse Preschool do not discriminate. No one will be turned away because of race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability.

Religion Policy

We respect all religions, we do not celebrate the religious aspects of certain holidays, such as Christmas and Easter; however we do have celebrations and parties for the different holidays. If you do not want your child to participate in these activities, please let us know prior to the event or keep your child at home on the day of the event.

Broken Materials

We provide the educational and play materials necessary for every child, and once in a while a child breaks a toy, book, educational materials, etc. In these cases we will ask the parents/guardians to either fix the broken item, or replace it with a new item. If an item is sent home to be fixed or replaced, and is not done so in an adequate time frame, then the students account may be billed for the cost of the broken or destroyed item.

Outside Toys

Students love their toys, but please keep them at home. Students are not allowed to bring toys to school unless it is for a specific purpose or event. The classroom is equipped with plenty of items to keep the students engaged and learning throughout the day. When students bring toys from home, the toys can break, or cause discord throughout the class, which in turn becomes a disruption to the education process. Please do not allow your child to bring toys into the classroom, and encourage them to be left in your vehicle. **The Country Playhouse Preschool is not responsible for any toys brought to school.**

What to Bring & Wear to School

It is recommended that each student bring a backpack to school each day. Students need to arrive clean and well dressed for the day according to the current weather. We do go outside for recess, so students need to bring a coat or light jacket. Please be sure your child's items are labeled with their name or initials. It is also recommended that your child have a change of clothing kept in his/her backpack at all times for those occasional accidents or spills.

School Closures & Communication

Because we share space with a licensed school age program, we follow the Enumclaw School District calendar regarding all closures, breaks, late starts, early releases and non-school days. When the district is closed, our school age students are in attendance; therefore we will not be able to provide classroom time on those days. Our school calendar will be provided for every family at the time of enrollment. The calendar will detail closures and breaks throughout the school year.

- Inclement Weather Closures and delays: If the Enumclaw School District closes due to inclement weather, or issues a late start, we will not have school that day. Please be sure to watch the news, listen to the radio or check online to find out if we will be open. As soon as we are made aware of a closure due to inclement weather, we will post the closure on our school Facebook page and post a message through the Remind app.
- Upon enrolling your child, you will be given the option to be added to your child's classroom roster on the Remind app. This application allows parents and school staff to correspond via text messages without the staff needing to provide parents with their personal cell phone number. This app also allows school staff to send out quick group messages instead of an email.
- In addition to the Remind app and email, we also utilize a Message feature on the Procure system. When checking in and out your child, if we need to share information with you regarding your child or an upcoming event, we may leave you a message on your account. Because of the way the system works, you will be required to read this message before you check your child in or out for the day.

Child Abuse

By Washington State Law, child care professionals are **REQUIRED** to report **ANY and ALL SUSPECTED** cases of child abuse and/or neglect. This is to ensure compliance with the Washington State Law (WAC 170-295-6040). We document any bruises or injuries that happen in the school and any that the child has when coming into the school. We **MAY** ask the parent to sign the form that explains how the child received the bruise or injury. This is for the protection of all concerned. In addition, if a child is left at school after the normal business hours and we have not been notified by the parent that they may be late, the child may be considered abandoned and Child Protective Services would be called.

School Information:

Address:

1920 Division St.
Enumclaw, WA 98022

Office Phone Number: 360-825-4666 (Call this number to speak with someone regarding your tuition statement or any billing and payment questions.)

Location Phone Number: 360-825-5252 (Call this number to speak with your child's teacher.)

Fax Number: 360-825-5493

Website Address: www.thecountryplayhousepreschool.com

Director's Email Address: tara@thecountryplayhouse.com

Parent Handbook Receipt, Acknowledgement & Liability Release

This Parent Handbook is an important document intended to help you become acquainted with The Country Playhouse Preschool. This handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Please read the following statements and sign below to indicate your receipt and acknowledgement of The Country Playhouse Preschool Parent Handbook and Liability Release.

I have received and read a copy of The Country Playhouse Preschool Parent Handbook. I understand that the policies, rules and procedures described in it are subject to change at the sole discretion of The Country Playhouse Preschool, as well as sole discretion of the State of Washington at any time, according to the Washington Administrative Code.

I understand that my signature below indicates that I have read and understand the statements here and within the handbook, and have received a copy of The Country Playhouse Learning Center, Inc. Parent Handbook.

LIABILITY RELEASE: In consideration of The Country Playhouse Learning Center, Inc., dba The Country Playhouse Preschool (herein is collectively known as the "Preschool") allowing the enrolled child(ren) to participate in activities, events, field trips and school, I, the parent/legal guardian (herein is collectively known as the "undersigned"), do hereby release, forever discharge and agree to hold harmless the Preschool, its directors, employees, teachers, volunteers and affiliates, from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child(ren) while involved in the daily activities at the Preschool. I, the undersigned, hereby grant my permission for the child(ren) to participate fully in daily activities and child care, including trips away from the Preschool. Furthermore, I, the undersigned, on behalf of my minor child(ren), hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in Preschool activities involved therein. I, the undersigned, further hereby agrees to hold harmless and indemnify the Preschool for any liability sustained by said Preschool as the result of the negligent, willful or intentional acts of the enrolled child(ren), including expenses incurred attendant thereto.

I understand that my signature below is acceptance of the policies, rules, procedures and liability release as outlined in the Parent Handbook and that I will abide by said policies, rules, procedures and liability release.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian