

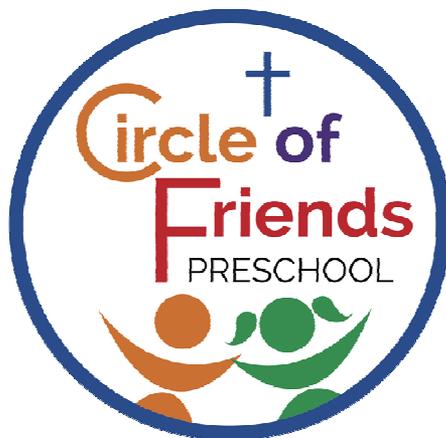
# Circle of Friends

Circle of Friends Preschool is a non-profit (501c3) program governed by an elected board of directors

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## PARENT HANDBOOK

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Sharon Wallenborn, Director  
Established in 1995

**OUR MISSION STATEMENT IS TO  
PROVIDE AN AGE-APPROPRIATE,  
NURTURING AND LEARNING EXPERIENCE  
FOR THE PRE-SCHOOLER IN A CHRISTIAN  
ENVIRONMENT**

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Circle of Friends Preschool, admits students of any race, color, national origin, and 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 origin and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

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Circle of Friends is a 501-c3 program.

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Revised: August 2017

# CIRCLE OF FRIENDS PRESCHOOL

## CLASSES

Two-tsy Pops	Two year olds (Adult & child class)
Jellybeans	Four/Five's
Lollipops	Four year olds
Gumballs	Four year olds
Gummi Bears	Three year olds
Gumdrops	Three year olds

## PROGRAM TIMES

9:00 to 11:30 AM      12:30 to 3:00 PM

## OUR PHILOSOPHY...

We believe that each child is a valuable, unique individual created in God's image. Each child benefits from a consistent, respectful, safe, loving and stimulating environment which will encourage all aspects of development. We affirm each child's worth and seek to nurture them as individuals.

## OUR GOAL...

Our desire is to help each child feel secure in a nurturing environment as an extension of the security of the home and family. Our well-trained Christian staff strives to provide the kind of affection, respect, personal concern and care that reflects God's love and a parent's own love.

PRESCHOOL FEES ARE BASED ON THE NUMBER OF DAYS YOUR CHILD ATTENDS SCHOOL AND THEN PRO-RATED OVER A NINE MONTH PERIOD.

## FEES

- Registration fees are a non-refundable.
  - Two-ty Pops (2 year olds) \$50.00
  - Preschool & Pre-K \$75.00 for the first child and \$50.00 for each additional child.
- Pre-K special events fee: to cover the cost of field trips. Gumball & Lollipops \$10.00  
Jellybeans \$12.00.
- Tuition is due the by the seventh of each month, unless otherwise stated. Payments received after the 7<sup>th</sup> will incur a \$5.00 late fee.
- Dismissals are at 11:30 for the AM classes and 3:00 for the PM classes. There is a \$10.00 charge per child for each 15 minutes you are late for pick up.
- \$10.00 NSF charge for each check returned.
- If tuition becomes delinquent after 2 months, you will have ten days from notification to meet your financial commitment. Failure to do so will result in the removal of your child from school.
- Prorated monthly tuition payments will be charged regardless of your child missing school due to illness, family vacations, etc.

Registration is viewed as a contract or pact between parents and the school.

## IMMUNIZATIONS

THE WASHINGTON STATE HEALTH DEPARTMENT  
REQUIRES THAT ALL PRESCHOOL CHILDREN BE IMMUNIZED  
BEFORE OR WITHIN 30 DAYS OF ENROLLMENT.



## ATTENDANCE AND HEALTH POLICIES

For the health and well-being of your child and of others, keep your child home for the following reasons:

1. Fatigue (for any reason), lethargic behavior.
2. A fever (a child should remain at home for 24 hours *after* the fever is gone and/or prescribed antibiotics administered for 24 hours before a child returns to school).
3. Sore throat
4. Nausea, vomiting, diarrhea (child should remain home for 24 hours after the last episode).
5. Red, "crusty", itchy eyes (conjunctivitis or pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.
6. A runny nose if there is colored nasal mucus.

**The parent or the person** on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child.

**Please call if your child has a communicable illness or infestation**, such as chicken pox, conjunctivitis, pin worms, fifth's disease, mites or head lice so we can exercise additional control methods and notify other parents. Your child's identity is protected.

**Please notify the school if your child will be absent.**



## **FIRST DAY OF CLASS**

The first day of school is a condensed version of a standard day. Morning classes will run 10:00 to 11:30. Afternoon classes will run 12:30 to 2:00. In addition to the condensed start time, we have chosen to follow the Evergreen School District and incorporate the "Smart Start" program. This involves having half of the students in each class attend school one day and the second half attends the following day. This allows for a more one-on-one student teacher ratio where the instructor can guide and introduce daily activities in a smaller more interactive environment. This has

also proven to greatly reduce the level of anxiety often felt during those first days of separation.

## **DISMISSAL**

The law requires that all children travel in a child safety seat. A car seat must be in your vehicle or left at the school for someone, other than yourself, who will be transporting your child.

Circle of Friends staff members **will not** place a child in a car without a safety seat.

## **PARENT PARTICIPATION**

Parents are welcome and encouraged to participate in the classroom. We ask that arrangements be made in advance with the teacher, so plans can be made to utilize parent availability. It is also important to limit the number of parents in the classroom on a given day. Parents are invited into the classrooms starting October 1. This will allow the children time to adjust, settle into a new routine and develop a level of trust and comfort with the teacher. Please make other arrangements for siblings while you are volunteering at school.

## **PARENT/CHILD SEPARATION**

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar

experiences when put in a like situation. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child.

## **ANNUAL PRESCHOOL CALENDAR**

We follow the Evergreen & Camas School District calendars. All holidays will be observed in accordance with this school year calendar unless otherwise stated.

## **SCHOOL CLOSURES**

If bad weather forces the Evergreen School Dist. to close schools, our preschool will be closed. If the Evergreen schools are delayed for two hours, the morning session will be delayed by **one** hour. Please keep in mind that it is your choice to have your child attend school on these days. The conditions of rural roads can be very hazardous. The safety of both you and your child far surpass the risk that may be involved in transporting for one day of preschool. We will make up days after your child's session misses 2 days of school due to weather.

## **ARRIVAL AND DEPARTURE**

Please see that your child and/or carpool children use the restroom before entering the classroom upon arrival. For dismissal only, you will drive up to the main preschool entrance doors and your child

will be placed in your car. Each family is given two car name tags for the dismissal process. These cards are to be placed in the front window or any clearly visible location of your car. If your child is going home with another child, please inform your child's teacher with a written note.

### **PROMPT PICK UP**

It is important and necessary for you to pick up your child/and or carpool on time. A child whose ride is late experiences great anxiety and worries. It is difficult for the child/children and for the teacher who often needs to prepare for the next class. We understand that emergencies happen. If an emergency occurs, take time to give us a call. *There is a \$10.00 fee per child for each 15 minutes you are late, which is payable when you pick up your child.*

### **DRESS**

Please *label* all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name. Often a child will have a garment identical to someone else's in the classroom. Dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play. Tennis shoes are preferable. Dress-up shoes have slick soles and sandals, Crocs and flip-flops are dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the restroom independently.

## **"POTTY" POLICY**

Pullups® will not be allowed past the last school day in September. All children must be in big boy or girl panties beginning the first of October.

If a child has a potty accident, we will provide them dry clothing. If a child has a bowel accident, the parent or emergency contact will be immediately notified to come to the school and take care of the situation.

## **BIRTHDAYS**

Birthdays are special to children. Every child's birthday is celebrated during our school year. Summer birthdays are called "unbirthdays". You are asked to provide a birthday snack on this special day. Please do not bring party invitations to school to be passed out by the teacher or put into cubbies unless you have one for every child in the room. You are encouraged to bring items other than cupcakes for birthday snack.

## **SNACKS**

Each day the children have a fun time together around the table as they snack. Snack time teaches patience, manners, independence, language development and nutrition. Parents are welcome to bring snacks throughout the year. Please involve your child when choosing the snack. Due to nut allergies we ask that you read the labels carefully on any item you might be

considering. Any product containing nuts or manufactured in a facility that handles nut products cannot be brought into this facility.

**Some suggestions are as follows:**

Cheese	Pretzels
Graham crackers	Cheez-its
Saltines	Ritz
Granola bars	Fruit
Raisins	Wheat thins
Mini bagels	Soft pretzels
Rice cakes	Snack crackers
Fun Fruits	Fruit Roll-ups
Pre-popped Popcorn	Milk or Juice
Ice Cream Cups	Sliced Fruit
Fresh Fruit	Carrot Sticks

**SHARE TIME**

Teachers will designate a share day for each child. Your child will keep this share day throughout the school year. Because our program emphasizes peace, no aggressive toys are allowed (guns, swords, weapons, etc). We encourage share to be in relationship with our theme, family life or educational. Toys are down played as share items. Please label all items with your child's name before sending it to school.

## **DISCIPLINE**

Our discipline is age appropriate. It often takes the form of a gentle reminder or re-direction. Choices are offered encouraging children to make appropriate decisions and to take responsibility for their actions.

Time-outs or "taking a break" are used for limited time periods. We encourage a joint effort between the family and school if the above form of discipline is not working.

## **FIELD TRIPS**

Circle of Friends Preschool 4 & 5 year-old classes take field trips throughout the school year.

There is a special events fee charged to cover the cost of these trips. Drivers for field trips are required to provide a copy of their license and proof of insurance as well as our liability form.

## **SPECIAL VISITORS**

We encourage parents with special talents such as fire fighters, police officers, doctors, dentists, etc. to come and visit our classrooms during the year. The younger children feel more secure not leaving the classroom setting.

## **OPEN HOUSE**

In the fall, there will be an "Open House". Families visit the classrooms, meet the teachers and other families.

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## Circle of Friends Preschool

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