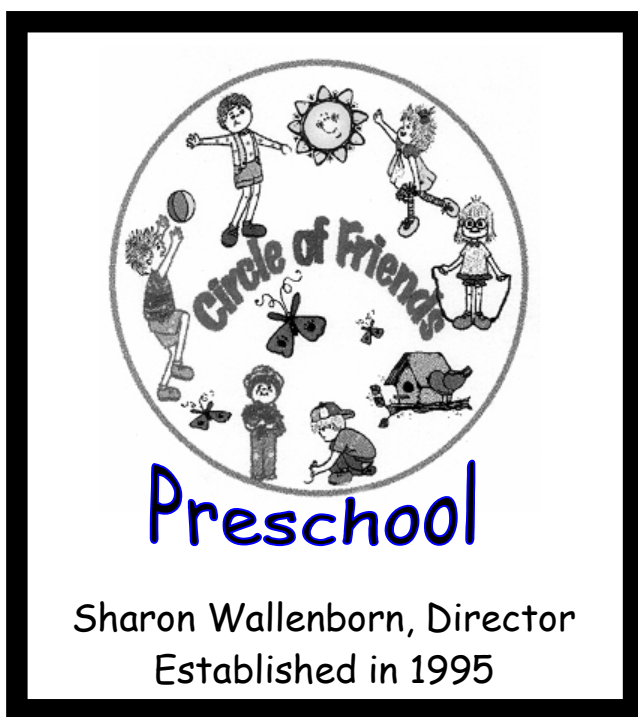


Circle of Friends

Circle of Friends Preschool is a non-profit program governed by an elected board of directors.

PARENT HANDBOOK



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

CIRCLE OF FRIENDS PRESCHOOL

CLASSES

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...

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 THE AMOUNT IS DIVIDED BY NINE MONTHS.

This process makes the tuition fee easier to remember. As a preschool, we are ready everyday for your child to attend school.

FEES

- There is a \$60.00 non-refundable registration fee and \$10.00 special events fee (4 & 5 year olds) payable when registering.
- Tuition is due the by the seventh of each month. Payments received after the 7th 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 two 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.
- If your child misses preschool because of a trip, illness, etc. the tuition fee still must be paid to cover that period of time. Teachers,

rooms, supplies and equipment are there. We view registration 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 at school, 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, 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 mucous. **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 identify is protected.



FIRST DAY OF SCHOOL

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. This is to help provide a smooth transition into new surroundings, a new routine and a gradual adjustment to new faces.

DISMISSAL

All children are required by law to be placed in a child safety seat. If a child safety seat is not

with the child or in the vehicle at dismissal, by law, we cannot place the child in the vehicle. You will need to park and pick the child up at the door.

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 first. 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 Dist. 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, then 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 bring your child and/or carpool children into 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 at that time. Each family is given 2 car name tags for the dismissal process. These cards are to be placed in the front window or other clearly visible location of your car. If your child is going home with another child to play, please inform your child's teacher by 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 worry's. 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 and flip-flops are dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves.

"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 an potty accident, we will change them into dry clothing. The child will not be washed up. 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". We ask you to provide birthday snacks to celebrate the big 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 through out 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 nuts products can not 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 redirection. Choices are offered encouraging children to make appropriate decisions and to take responsibility for their actions. Time-outs 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 \$10.00 special events fee 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. come and visit our classrooms during the year. The younger children feel much more secure in the classroom setting.

OPEN HOUSE

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

