



**Skagit Art Preschool
Student - Parent Handbook
2021 - 2022**

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Section 100

PHILOSOPHY

Mission Statement:

Skagit Art Preschool's mission is to provide arts-focused, child-centered learning opportunities that promote social, emotional, cognitive and physical growth in a developmentally appropriate and nurturing environment.

Purpose:

The purpose of Skagit Art Preschool is to:

- **Support Artistic Exploration,**
- **Cultivate Personal Empowerment,**
- **Explore Creativity, and**
- **Promote Inclusivity.**

Cultural Relevance:

We believe each child is unique, and that all should be treated equally. We teach our students how humankind should treat each other by providing care and helping them understand the worth of every person. A balanced, cultural program can help develop positive attitudes and we strive to provide a multicultural, non-stereotyping program with materials and activities to:

- Support each child's sense of self and family,
- Teach children to accept and appreciate differences and similarities between people, and
- Help children better understand the ways of others in their community and around the world.

Licensing Requirements:

As a school, we adhere to the laws and requirements set forth by the State of Washington. Our policies are formulated and derived from the WAC (Washington Administrative Code) and RCW (Revised Code of Washington). For reference, please see both lists of laws, and specifically Chap. 43.216 RCW; and Chap. 110-300 and 110-06 WAC, as these are the direct references for the policies of our school.

Section 200

EDUCATION PROGRAM

Early Learning Objectives:

The objective of the Early Childhood Education program at SAP is to focus on educating the whole child through an artistic approach. We place equal emphasis on the physical, emotional, social and cognitive development of every child in our center.

The learning that occurs is done through both child-led and teacher-led play based learning activities that take into consideration the individual needs and interests of our children.

Teachers are trained to observe and recognize the needs of each child and then design activities, artistic projects, games, and learning objectives for their classes.

Early Learning Philosophy:

At the core of SAP there are four fundamental principles which guide our teaching, environment and interactions with students and families at SAP:

- **Social-Emotional Competence** – Supporting children in the ability to interact with peers, regulate one's own emotions and behavior, solve problems, and communicate effectively;
- **Purposeful Art and Play Based Learning** - Engaging the child and encouraging them to take an active role in the learning environment through explorative, purposeful play supports essential learning.
- **Physical Environment** – Providing a safe and creative environment to support the feeling of community in the classroom and give students a sense of empowerment that positively affects the quality of interactions; and
- **Teacher-Family Partnerships** – Promoting communication and fostering trust by welcoming parents directly into their child's development and learning experience.

Our curriculum aims to support the holistic development of children with a balanced core of inclusive learning, school-readiness and artistic development. The curriculum is presented in a multitude of developmentally appropriate ways. With an understanding and appreciation of the uniqueness of every child, we strive to provide a nurturing environment and solid foundation where each child can develop individually and at their own pace.

Student Placement:

Skagit Art Preschool tries to place each child in their classes based upon:

- Age characteristics of student
- Family interview and observation
- Availability of space
- Previous school records/experience

Class Divisions:

Ocean Room - (2.5 -3.5 years) Centers and Schedules are suited to the classes attention span, interest, and stage of development. Students participate in stories, songs, art experiences, imaginative play, sign language and games to promote social development, language development, communication, self-help skills, sensory stimulation, large and small motor skills and creative development. Colors, shapes, letters, and numbers are all introduced in an arts-based curriculum which includes but is not limited to: songs, dance, multiple artistic mediums, and stories.

Sunshine Room - (3.5 - 4.5 years) Sunshine room also uses the above activities to help them learn colors, shapes and artistic development. Their classroom contains a range of learning experiences to help them gain self-esteem, self-awareness, self-control, and decision making abilities. They also learn about nutrition, health, community helpers and personal safety.

Forest Room - (4.5 - 6 years) This classroom also touches on the topics noted above. Songs, stories, puppets, and art materials help children learn names and sounds of letters along with number concepts. In their use of different writing materials (pencils, paintbrushes, markers, etc.) students will also start learning to write letters and numbers. During science and health (physical, mental and emotional) units and other parts of their day they are encouraged to experiment, create, and explore.

Section 300

CALENDAR & SCHEDULE 2021-2022

Monday - Friday
7:00am - 5:00pm

July:

Summer Break (July 6th–17th) **CLOSED**

First Day of New Classes - July 19th

August:

NO CLOSURES

September:

Labor Day (September 6th) **CLOSED**

First Day of School (September 7th)

October:

Trunk or Treat (October 29th)

November:

Dia de los Muertos (November 1st)

Thanksgiving Break (November 25th & 26th) **CLOSED**

December:

Winter Program (December 8th)

Christmas Eve (December 24th) **CLOSED**

New Years Eve - December 31st - **CLOSED**

January:

Martin Luther King Jr. Day (January 17th) **CLOSED**

February:

President's Day (February 21st) **CLOSED**

March:

NO CLOSURES

April:

Easter Egg Dying & Hunt (April 15th)

May:

Cinco De Mayo Fiesta (May 5th)

Hula Hoop for Meredith (May 25th)

Memorial Day (May 30th) **CLOSED**

June:

Forest Room Graduation (June 30th)

**** All Dates are subject to change ****

Inclement Weather:

Skagit Art Preschool will monitor the local weather and make a decision on whether or not the school schedule will be changed. In the decision making process, the school will evaluate the present situation, other local school closings, and take into account the safety and travel necessary for both students and staff. SAP will send out communication based on the decision made whether or not there will be a change in scheduling. Changes to the scheduled programs could be anything including full closure to just a delay in opening (1 hour or more).

Communication/Messages about closures will be sent out **via BRIGHTWHEEL.**

If the school facility should lose power for 30 minutes or more the school will close. In the case of a weather closure or emergency facility issue, there will be no refunds for that time.

Section 400 **TUITION, FEES & PAYMENT**

ENROLLMENT FEES:			
FEE	DESCRIPTION	TYPE	PRICE
Registration Fee (Non-Refundable)	All Ages	Annual	\$50
Supplies & Materials Fee (Non-Refundable)	All Ages	Annual	\$75
FULL TIME PROGRAM TUITION:			
Program	Description	Type	Price
Ocean (2.5 yrs – 3.5 yrs)	5 days/Week	Monthly	\$1,100
Sunshine (3.5 yrs – 4.5 yrs)	5 days/Week	Monthly	\$1,100
Forest (4.5 yrs – 6 yrs)	5 days/Week	Monthly	\$1,100
PART TIME PROGRAM TUITION:			
Program	Description	Type	Price
Ocean (2.5 yrs – 3.5 yrs)	3 days/Week or 2 days/Week	Monthly	\$700
			\$500
Sunshine (3.5 yrs - 4.5 yrs)	3 days/Week or 2 days/Week	Monthly	\$700
			\$500
Forest (4.5 yrs – 6 yrs)	3 days/Week or 2 days/Week	Monthly	\$700
			\$500

Tuition Paid in Advance:

All students will be charged on the 10th of each month for the upcoming month. All tuition is due by the 20th of each month.

Late Payment Penalties:

A late fee of \$25 will be charged if not paid within **5 days of the due date**. Students may not attend SAP if tuition is not paid before the 25th. **Unpaid balances will also be charged a fee of \$25 per month** on the last day of each month. A handling fee of \$25 will be charged for any returned checks. **Please note:** *Should action be required to enforce payment of any past due account, Parents/Guardians agree to pay all costs including, but not limited to, court costs, attorney's fees and collection agency charges.*

Childcare:

A late fee of \$1.00 will be charged for every 1 minute that your child is here after the 5:00 PM for childcare, unless proper notice has been given in advance about late pick-up. SAP holds the right to terminate enrollment, upon frequent late pick-up. Notification will be sent to indicate this if necessary.

Field Trip Fees:

Field trip fees will be charged when necessary. Field trip money paid is non-refundable.

Vacations and Illness:

No refund is given for days absent due to weather or illness.

Vacation credit is given in full week increments only. Students who provide two weeks notice **IN WRITING** to the office will receive a vacation credit equal to half tuition for childcare students. This reserves your child's place in the class.

Withdrawal

Notice of Withdrawal from the school must be given at least 30 days in advance of your child's departure from their specific program. Forms for withdrawal are available in the office by request.

SECTION 500 **COMMUNICATION**

Brightwheel:

Parents at SAP, are required to join us on the Brightwheel Application. Brightwheel is a great tool to help you stay connected to all the activities happening in your child's class. You will be invited to join your child's classroom and will use this app to Check-In/Out on a daily basis. Brightwheel is also a great tool to help you stay connected to your child's class.

Student Records:

It is essential that information on each student be kept up to date at all times, including immunization records, information on allergies or other medical concerns. Please also immediately notify the office of any changes in phone numbers, addresses, and the names of persons authorized to pick up your child from school.

Immunizations:

We require every child to have an up to date CIS form on file at all times. Children are **REQUIRED** by law to have the MMR vaccine in order to attend school. If you do not vaccinate, you will need a vaccine exemption form in order for your child to attend Skagit Art Preschool.

Change of Program/Student Withdrawal:

If a child's schedule is changing substantially (example: 2 days to Full Time) or there is a need to withdraw the child from school, parents must sign a "Change of Program" form. This form may be obtained in the office. Please submit these notices at least 30 days prior to the changes or withdrawal from the program. A student can be un-enrolled if their account is past due with no agreeable plan for payment or if the student has difficulty following instructions and has serious behavior issues.

Reporting Child Abuse:

Skagit Art Preschool employees are mandated reporters. Washington State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Service (CPS) any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform Guardians of this report.

SECTION 600 **CLASSROOM**

Transition Period and Separation:

Children entering school for the first time may have difficulty with separation. We will work with you and your child during this time to ease any anxieties you or your child may have. Our guidelines for new families is a fairly simple process. Guardians should decide ahead of time what they want drop off to look like. Suggestions might be to read a story or two, before giving hugs and kisses. Children do cry and become upset at times. When this occurs teachers are specially trained to care for our upset friends.

Drop Off And Pick Up Instructions:

Please identify any and all persons who are authorized to pick up your child in the enrollment paperwork. We will not release your child to any person which has not been previously approved by the child's direct guardian. Your child will not be released to anyone who we suspect is under the influence of alcohol or drugs.

Toys & Personal Property:

The following items, along with any other personal belongings should be clearly labeled with the child's name using a permanent marker such as a "Sharpie".

Blankets - Every child that will be in childcare after lunch will need a small blanket for nap time. It is helpful to have a blanket that can be kept at school during the entire week except when removed by parents for laundering.

Change of Clothing - Children subject to occasional "accidents" should keep a labeled change of clothing in a plastic bag in their cubbie. If your child needs additional dry clothing, we will try to provide suitable items and ask that you launder them and return them promptly.

Diapering - A report via Brightwheel will be given to the parents daily on the time and nature of each diaper change. The parents are required to supply the diapers needed for their child each day. These do not need to be labeled, they will be put in a labeled cubby at school.

Potty Training:

SAP works with the children and their parents to determine when a child is showing readiness for toilet training. These things include but are not limited

to; less diaper changes needed throughout the day, children notice when they have a dirty diaper and dislike the feeling, large motor skills are developed enough for physical requirements of training, children are vocal about going to the bathroom, bowel movements are more regular. Teachers assist children in many different ways by using “Potty Training” language, helping accomplish the skill of pulling up/down pants, and mastering the hygienic qualities that come with training (wiping, flushing, washing hands, etc.) A child with physical or developmental delays is offered extra help and support to toilet learn, which might include delaying training until later in the school year, using visual charts or practicing skills that accompany training.

Being fully potty trained at SAP looks like the following: Communicates to the teacher when they have to go potty, little to no assistance getting on/off toilet, pulls up/down pants and underwear on their own, needs no assistance in wiping, washes and dries hands. Teachers will encourage children to do all of the above on their own but will help with small things like pulling up/down pants and wiping if a child is new to SAP and/or just moved up to Sunshine Room. If after 3 months the child is still having trouble doing the above and is having constant accidents, parents will be consulted, and we will have to offer different options for you.

Birthday Celebrations:

Birthdays are very special at Skagit Art Preschool. Please notify your child’s teacher of your child’s upcoming birthday to plan a special celebration for him/her. You are welcome to come and join in your child’s birthday celebration.

Positive Discipline:

Positive discipline is achieved through positive reinforcement and conflict resolution with children. SAP encourages children to learn to use their words and work out solutions to problems they encounter with support and encouragement of teachers. If a pattern of inappropriate behavior develops, it may be necessary to discuss alternative solutions with parents.

SECTION 700 **FOOD**

Snacks:

Morning and afternoon snacks are provided by the school. As required by the WAC 170-295-3160(4) our snacks must consist of at least two of the following: a milk product, a meat product or meat alternative, a grain product, a fruit or vegetable (or 100% fruit or vegetable juice).

Lunch:

Lunch will be served between 12-12:30PM. As required by WAC 170-295-3160(2B), the lunch will include a dairy product, meat or meat alternative, a grain product and 2 servings of fruits and vegetables (or 100% fruit or vegetable juice.)

Special Food/Diet:

Parents/Guardians will need to provide food for children who have special diets or that have preferences other than the food that is provided by the school. The supplemented meal must meet the above written state regulations or a note from a doctor stating that your child's menu should not follow those guidelines.

Food From Home:

If you bring food from home for the class the WAC 170-295-3160(C6) limits what can be brought to store-purchased, uncut fruits & vegetables, and foods prepackaged in original manufacturer's containers.

SECTION 800 **ACCIDENT & ILLNESS**

Illnesses/Injuries:

In accordance with recent advice from our local Health Department, each and every day students will be subject to a health screening before entering the classroom. A part of these health checks will be a temperature check at the door and overall check to see if the students are in good health.

For the protection of all children in the school, we request that children not be brought to school when they are ill. Your child should be kept at home or you will be contacted to take your child home if they have the following:

1. Temperature of 100 degrees or higher
2. Cough
3. Shortness of breath
4. Sore Throat
5. Fatigue
6. Lack of appetite
7. Runny Nose
8. Diarrhea: two or more watery stools within a 24 hour period
9. Any draining rash or contagious rash.
10. Vomiting twice in 24 hours.
11. Eye discharge or pink eye.
12. Untreated head lice. (Returning children will be checked to ensure that they are nit free.)

***These symptoms do NOT have to be accompanied by a fever in order for SAP to deem it necessary for a child to be sent home.**

If a child becomes ill or is injured at school and we feel the child needs to go home or have medical attention, a parent or person designated will be notified, and the child will be removed from other children and made comfortable until a parent (or someone they specify) comes to take them. All children cannot return to school until they are symptom free without medication for 48 hours.

If a child is well enough to come to school, then they will be well enough to go outside for recess and class activities. We do not have a place for children to remain inside when the rest of their classmates go outside.

Accidents and Injuries:

First Aid will be administered to a child needing care. Each accident will be recorded. Parents will need to sign this report and the school will maintain a

copy. Parents will receive a phone call for all head injuries. Serious accidents will be reported to the Department of Social and Health Services (D.S.H.S.) and Child Protection Services. In the case of a serious injury, we will notify 911 for transport to an area Hospital.

Communicable Disease Reporting:

Certain communicable diseases must be reported to the health department (and DSHS- division of health for daycare students). If your child has measles, mumps, chicken pox, pertussis, etc., please notify the office so they can determine if the child's doctor has reported it, or do so if necessary.

Allergies, Asthma, Special Needs:

A careful listing of all students' allergies (from a parent or physician) should be given to the classroom teacher and office staff. In cases of severe food allergies, parents generally are asked to bring in appropriate snack food for their child and fill out an additional form instructing staff of special care. Please refer to the *Medication Section* of this handbook.

Medications:

Medications must be stored in their original container. The container must be labeled with the child's name and date of purchase or expiration date and instructions for administration. Medications shall be disbursed only on the written approval of a parent or guardian. Medication shall be disbursed only as specified on the prescription label or as otherwise authorized by a physician.

Parents must fill out a MEDICATION PERMISSION SLIP. The medication will be secured away from children or refrigerated in a child-proof box if necessary.

The following non-prescription medications can be given with parent authorization, as specified on the manufacturer's label: antihistamines; non-aspirin fever/pain reducers/pain relievers; non-narcotic cough suppressants; decongestants; anti-itching ointments or lotions; diaper ointments and powders; as well as sunscreen.

SECTION 900 **SCHOOL POLICIES**

Skagit Art Preschool Health Policy, Disaster Policy, &

Pesticide Policy are available in the Office.

State Licensing Requirements:

Skagit Art Preschool is licensed by the State of Washington and we adhere to all the requirements set forth by the Washington Administrative Code and Revised Code of Washington. Our policies are formulated and derived from the WAC (Washington Administrative Code) and RCW (Revised Code of Washington). For reference, please see both lists of laws, and specifically Chap. 43.216 RCW; and Chap. 110-300 and 110-06 WAC, as these are the direct references for the policies of our school.

Student Attendance Sheets:

Children must be signed in and out every day. Parents are required to check in on Brightwheel via the Kiosk at the front desk or on their phone. Brightwheel requires you to enter a private code that is assigned to you via the application and an electronic signature.

Attendance:

Please let us know when you plan on keeping your child at home for the day so we can make the necessary adjustments to snack and meal time.

Parent Authorization:

It is school policy to only allow a child to leave the childcare with a parent, guardian or other adult who is authorized to pick up the child. Parents are asked to list on the registration form the names, addresses and telephone numbers of those persons who may leave with their child. If someone not on the list is to pick up a child, a note must be given to the office naming the person. In an emergency, parents may call the school to give the name of the person who is to pick up the child. In this situation the parent should expect to be called back to verify the call and State Issued IDs will be checked at pick up to verify identity.

Length of Stay:

The child may remain in care for a maximum of ten hours or less each day. Our center will require a letter from the parent's supervisor, informing us of a parent's work situation if the time extends past the 10 hour maximum limit.

Admissions Policy:

Skagit Art Preschool admits students of any race, nationality and ethnic origin. It does not discriminate in administration of its educational policies,

admission policies, and/or other school-administered programs. The following forms will be needed by each student before they will be enrolled and admitted in a class at Skagit Art Preschool:

- Registration Form
- Health Forms
- Dietary Preference
- Certificate of Immunization
- Tuition Agreement Form

Privacy:

Per the WAC, we are prohibited to share any personal information about any student in our school unless there has been written or verbal consent from that student's legal guardians. This includes but is not limited to:

- Incident Reports involving multiple children
- Contact Information
- Health/Medical Information
- Etc.

Emergency Drills:

Practice drills on emergency procedures will be conducted a minimum of once a month depending on the specific type of drill and recorded on a record sheet provided by the state fire department. Evacuation procedures are posted on the wall next to exits.

Use of Pesticides:

In accordance with the 2002 state law on the use of pesticides at licensed day care centers, Skagit Art Preschool will post notice 24 hours in advance if the use of pesticides is needed. These notices will be posted at the entrance of the property and on all the building doors. The notice will give the proposed time, locations, and type of pesticide that will be used. After the pesticide has been applied, notice will be placed in those same locations. Notices will also be placed in the locations where the pesticide was applied.

Records are kept in the office regarding all applications of pesticides indicating the locations, product name, amount applied, method and concentration.

NON-DISCRIMINATION POLICY:

SAP follows the policy set in place by the Department of Social and Health Services that no person shall be subjected to discrimination in this agency or

its contractors because of race, ethnicity, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory handicap.

This Policy is consistent with Titles VI and VII of the 1964 Civil Rights Act as amended in 1972; Executive Order 11246 as amended by Executive Order 11375; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; the Governor's Executive Order 85-09; and the Washington State Laws Against Discrimination, RCW 49.60.

This Policy and provisions contained herein apply to every aspect of the agency's programs, practices, policies, and activities, as well as to those of its vendors, grantees, sub grantees, licensees, contractors, and subcontractors (hereafter known as contractors).