



# St. Andrew's Preschool

***Located at:***

540 School Street, Lacey  
Near Lydia Hawk Elementary School  
In Tanglewilde

***Mailing Address:***

P.O. Box 3866  
Lacey, WA 98509

***Phone:***

(360) 491-2030

***Email:***

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***Staff:***

Kathy Bowen, Preschool Director

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## Welcome

Welcome to St. Andrew's Preschool. Our Staff of qualified, dedicated, and loving teachers are eager to serve you and your family during these formative and enjoyable early childhood years.

## Philosophy

The Preschool is a mission of St. Andrew's United Methodist Church as an outreach to the community. Our curriculum is based on the theory that children learn through play. Classroom routines encourage active involvement, meaningful experimentation, and reinforcement. Schedules are designed with a balance of structure and free choice, as well as, active and quiet times.

Sensory, motor, perceptual, and language skills are introduced through materials and activities that are both child-centered and teacher directed. Work is planned that emphasizes the process rather than the product to foster a sense of accomplishment and pride.

Christian values, literature, and practices are also a vital part of our curriculum and are practiced in all activities at Preschool.

We recognize parents as the child's primary and most influential teacher. Your continuing involvement in your child's development is welcomed and encouraged.

## Goal

Our goal is to help each child develop physically, socially, morally, and intellectually to the full potential of his or her developmental age.

## Absence and Tuition

Our school expenses are based on full enrollment and compensation cannot be given for absences. Even during vacation or illness your child is assured his/her place in school and school expenses continue, therefore, tuition must be paid. If your child will be absent from school please call to inform us. Our phone number is (360) 491-2030.

## Withdrawal

If your child must be withdrawn, the last month's advance paid tuition will be forfeited unless the school receives a written notice 30 days prior to the child's last day.

## Preschool Board

The Preschool is governed by a Board of Directors consisting of interested members of other boards or committees of the church, the preschool director (non-voting), the church treasurer, and three members at large. Teachers are also encouraged to attend the meetings. Parents having questions or concerns may contact a board member through the Preschool Director.

## Termination

The Preschool Board reserves the right to terminate an enrollment of a child if the board determines this school is unable to effectively meet the needs of the child.

## Tuition Aid

A limited amount of Scholarship money is available for families in need. Applications for tuition aid are available from the Director. Families receiving scholarships will need to choose a preschool "helper" job in order to earn some of their scholarship money. There are several jobs to choose from; the Director will coordinate with each individual family that receives a scholarship to ensure they have a "helper" job.

## Late Pick-up Fees

At St. Andrew's Preschool, class schedules are closely adhered to and every effort is made to have your child ready for pick-up at 11:30 am from the morning classes and 3:00 pm from the afternoon classes. We understand that occasionally you are delayed beyond your control. However, it is important under these circumstances to notify the Preschool immediately and we will take this under consideration. If a child is picked up late, the following late charges will be assessed:

0-5 minutes late - grace period

6-15 minutes late - \$10.00

16+ minutes late - \$1.00 per minute

The preschool clock is the official time clock. If you have been charged a late fee, you will be notified by the Preschool Director. All late fees are applied to our scholarship fund.

Late pick-ups from morning classes and early arrivals for afternoon classes leave teachers without adequate preparation and lunch time. Please be considerate and time your arrivals and departures properly. All families must exit the building upon pick-up.

## Non-Discrimination Policy

St. Andrew's Preschool accepts applicants on a first-come, first-served basis and does not discriminate on the basis of race, color, religion, sex, marital or veteran status, national origin, handicaps or political beliefs.

## Our Special Staff and Volunteer Parents

Our staff has unique talents and skills that they bring to the St. Andrew's team, making it the special place that it is. Backgrounds include formal training and degrees in Early Childhood Education, previous teaching experience and the knowledge gained from being caring, concerned parents themselves. Each staff member and volunteer completes a thorough application and screening process before being placed in the classroom. This includes a criminal background check. St. Andrew's staff members are certified in infant/child CPR and first aid. They participate in continuing professional education, training and on-going evaluations.

## Immunizations

State law requires that all children attending public or private schools must have received all immunizations appropriate for their age, or be officially exempt from the law. Therefore, all parents must complete and return a Certificate of Immunization Status Form to the Preschool prior to the first day of attendance.

## Fund Raisers

Fund Raisers will be held throughout the school year.

**All parents are required to participate.** Funds from these events are used to purchase large items for the preschool

or designated to a specific purpose. **Each family is required to participate in our fundraisers during our school year. If you wish to “opt out” of selling, you can pay your \$50 privately by writing a check to St. Andrew’s Preschool.**

## Parties

Birthdays are very special, so we welcome the opportunity to celebrate with each child. On your child’s “Celebrate ME” day, parents may provide refreshments if you wish. Please make arrangements with your child’s teacher before the birthday. Summer birthdays are celebrated throughout the school year. You will receive a note home letting you know when your child’s “Celebrate ME” day will be. We celebrate various holidays with class parties. You are encouraged to participate in these parties by either bringing requested items, or by helping in the classroom on the day of the party.

## Special Events & Field Trips

Special events are an important part of our curriculum and they may include a walk around our neighborhood, a trip to the pumpkin patch, a special snack, various field trips, or a classroom visitor. During field trips we want all students to wear their St. Andrew’s T-Shirts for identification. Parents are invited to participate whenever possible. The 2001 State Legislature passed a new law about restraining children who are passengers in vehicles. For all field trips you must provide a forward facing child safety restraint system if your child is 20-40 pounds and a Child booster seat if your child is 40-80 pounds. Our Field Trips require Adult Volunteers to help transport and chaperone our children. Without the appropriate number of chaperones, field trips must be canceled.

## Tuition & Deposit

Tuition is due in advance on the first of each month. It is delinquent after the 10th of the month and a \$10.00 late fee will be added to your account. There will be a \$30.00 charge for any checks returned for non-sufficient funds. Tuition payments will be accepted by the Preschool Director in the office, or in the tuition payment box that is attached to the wall across from the Preschool room.

We require a deposit payment for June (or your child’s last full month) in advance. The last full month’s tuition may be divided into two payments, one half payable with the first month’s tuition, and the remainder due before the 10th of the second month.

### *SUMMARY (example)*

#### 3 Day Class Tuition \$155.00 per month

1) Pay entire amount of tuition due the first month  
September & June: \$310.00

**or**

2) Pay September & 1/2 of June: \$232.50 then in  
October pay October tuition & other 1/2 of June  
\$232.50.

#### 2 Day Class Tuition \$130.00 per month

1) Pay entire amount of tuition due the first month  
September & June: \$260.00

**or**

2) Pay September & 1/2 of June: \$195.00 then in  
October pay October tuition & other 1/2 of June  
\$195.00.

## **REGISTRATION, TUITION & FEES**

### **Registration**

A registration packet is to be completed and returned for each child. Identification and emergency information must be updated as necessary. A non-refundable fee of \$110.00 is required for each child for the beginning of each school year or when a new child enters Preschool. Children are accepted on a first come, first served basis, upon payment of the registration fee and completion of the registration packet. These fees include a St. Andrew's Preschool T-shirt and three Field Trips.

### **Waiting Lists**

Due to the high demand for quality Preschools, there may not be a place immediately available for your child at St. Andrew's Preschool. We do maintain a waiting list based on the date of the Pre-Registration Form and the child's age. As openings occur in the Preschool, parents are called in the order of their position on the waiting list.

Priority will be given, however, to children currently enrolled in St. Andrew's Preschool and their siblings who have not yet enrolled, before new families are accepted.

We are not able to reserve a place for your child should you decline the opportunity to register when offered.

### **Tuition Monthly Fees**

Monthly Tuition payment for the 3-day class is \$ 155.00

Monthly Tuition payment for the 2-day class is \$ 130.00

Registration Fee for all classes: \$110.00 (due at the time you reserve your spot for Preschool)

## **Book Orders**

Throughout the year your child will receive book orders from Scholastic Books. This is an opportunity for you to purchase books for your child as you desire. Please purchase these books with a check, made out to the Book Club or you can purchase online using our school code.

## **Disaster Preparedness**

St. Andrew's Preschool will maintain emergency kits that will be available to the teacher. **Each family is required to provide a small emergency kit for their child. The children's kits will be the size of a gallon size zip lock, you will receive a note at registration detailing what should be in the kit.** In the event of an emergency, a note will be placed on our entrance doors detailing where to pick up your child. During the course of our year we will be practicing Fire drills, Earthquake drills and "Lock down" drills. "Lock down" drills are what we will do if notified by the local law enforcement that they are in our area in pursuit of a suspect. No one will be allowed to enter or leave our facility until local law enforcement deems it safe to do so. On our premises we will maintain an AED device, First Aid Kits and other safety equipment as necessary.

## **DAILY PROCEDURES AND NEEDS**

### **Arrival and Departure**

Parents or their authorized representative will be responsible for accompanying children to the classroom. The teachers are in the classroom and have no way of

## 2015-2016 Schedule

knowing that a child has entered the building and is unsupervised in the “big room” and/or hallway. Accompanying your child to their classroom also gives the parents an opportunity to “share” the school with their children. It is important for your children to show you their friends, the materials and equipment they work with, and to see you making positive contacts with their teachers. It is equally important for you to come to the classroom at the end of the day for many of the same reasons, as well as, check your child’s cubby for art work and any messages or notices we may have for you.

### Sign In-Out

It is important to sign your child in and out of the Preschool every day. This transfers responsibility to the proper individuals. There is a daily sign in/out sheet for each class with your child’s name on it. When you arrive with your child, sign your name to check your child in. When you pick up your child, sign your *full legal signature* (state requirement) in the “out” column. You may add any comments to this sheet; if someone other than parents will be picking up your child or any other pertinent information the teachers need to know.

### Clothing

Please be sure that your child’s clothing:

- \* is comfortable, washable, and allows for self-dressing
- \* is marked with child’s name
- \* is appropriate for art and for outdoor play
- \* includes sturdy footwear (no sandals or jellies, please)

### Parent Involvement

Our Preschool has many ways for you to volunteer. You

#### August

26 Orientation & Parent Meeting

#### September

2 Registration Packets are Due  
9 & 10 First Days of Preschool

#### October

#### November

11 Veterans Day - Closed - No School  
26 & 27 Thanksgiving Break - Closed - No School

#### December

21 - 31 Christmas Break - Closed - No School

#### January

1 New Years Day/Christmas Break - Closed - No School  
4 Classes Resume  
18 Martin Luther King, Jr. Day - Closed - No School

#### February

15 & 16 Mid-Winter Break/Presidents Day - Closed - No School

#### March

21 Preschool Registration for 2016-2017  
28 Open Registration for New Families  
31 Pre-K Conferences - Closed - No School

#### April

1 Pre-K Conferences - Closed - No School  
4 - 8 Spring Break - Closed - No School

#### May

30 Memorial Day - Closed - No School

#### June

15 Preschool Graduation for Pre-K Classes  
16 & 17 Last Days of Preschool

# CALENDAR AND SCHOOL HOURS

## School Calendar

St. Andrew's Preschool will follow the North Thurston School District for closures on legal holidays as well as inclement weather closures. Please listen to the following local radio stations for winter weather closures:

KGY 1240 AM & 96.7 FM

KXXO 96.1 FM

If North Thurston School District is **closed**, then St. Andrew's will also be closed. If North Thurston is **delayed**, St. Andrew's AM classes will be canceled.

## Make-up Policy for Closures Due to Inclement Weather

One weeks worth of classes will not be made-up. The first three days that the Monday/Wednesday/Friday class misses and the first two days that the Tuesday/Thursday class misses will not be made up. Any additional inclement weather days will be made-up according to North Thurston's make-up schedule.

On rare occasions it may be necessary to cancel a class due to a funeral or memorial service at the church. You will be notified by the teacher. These days will not be made up.

## School Hours

School begins September 9, 2015 and will end on June 17, 2016.

3 Year Old Class	Tuesday/Thursday	9:00-11:30
3/4 Year Old Class	Tuesday/Thursday	12:30-3:00
Pre-Kindergarten	Mon/Wed/Friday	9:00-11:30
Pre-Kindergarten	Mon/Wed/Friday	12:30-3:00

can help directly with the children, prepare projects, organize a fieldtrip, cut out Box Tops & Campbell Soup Labels or share time in the nursery so that other parents can also volunteer in the room. By being an involved parent, your child's experience at St. Andrew's will be enhanced for both of you. Our door is always open for you to visit for a few minutes or a full class session. You are, of course, always welcome to join whatever activity is going on, whether it may be reading stories, arts and crafts or eating snack. Please check with the Director to make sure you have a current background check cleared. Every parent, volunteer or helper must have a "cleared" background check on file in order to help with our children.

If your daytime schedule does not permit active involvement at St. Andrew's during class time, you can still share in your child's activities. Proudly display your child's art work and projects at home (children love to see their creations decorate the refrigerator), and in the evening and on the way to and from the preschool, encourage your child to share his or her experiences. Talk about the fun things your child likes to do, the teachers, special friends, favorite snacks and whatever else interests your child.

## Visitors

There are no visiting siblings or family friends allowed in the Preschool. We have full classes and want to keep continuity of the classroom environment. If you have a special family or friend visiting and would like them to experience your child's classroom please talk with the Director for ways they can do so.

## Nutrition

Nutrition is an important part of our program. A snack is provided each class session. Children are encouraged to eat, but are never forced to eat. Parents will need to make arrangements with the teacher if their child has food allergies. Parent donations are also gladly accepted any time throughout the year. Each child is expected to have eaten breakfast or lunch prior to arrival at school.

**Please do not send your child to class while they are eating or with candy, gum or cough drops in their pockets. Due to increased allergies we are a “NO Peanut and NO Tree Nut” facility.**

## Daily Health Check

Please do not bring your child to school when he/she has a cold, fever, or other contagious disease. Any child who develops a fever of 100.5 or shows signs of illness at school will be isolated at once from the rest of the class. Parents will be notified and are expected to come for the child as soon as possible. If we notice a child not acting themselves; tired or lethargic, we will also notify the parents and ask that you pick them up as soon as possible. We will be vigilant at monitoring all children, parents and staff for any possible sickness. If you or your child has an illness please keep them home until everyone feels better.

## Toilet Training

Children must be toilet trained before being accepted into the class. We understand children have potty “accidents” from time to time and the preschool has an extra set of clothes for these times. If you have any clothes to donate to our “extra clothes” box, please bring them into the office. Children’s underwear, socks and

pants are needed (both boys and girls). Because children are not identical with their development this is viewed on a child by child basis.

## Child Guidance and Discipline

Teacher’s goals are to intervene before a need for corrective discipline. A child requiring correction beyond a verbal reminder will be given a “quiet space” away from the group, but in complete view of a teacher. If further correction is needed, the parents will be notified. No corporal punishment is practiced or permitted, even by parents in the church building or on the grounds. This would include implied threats of physical punishment, derogatory remarks or harsh language.

We view Preschool as a “choice”. If a child’s behavior continually disrupts the class or if a child is hurting other children, the parents will be asked to come and pick their child up for the day. If this behavior continues we will set up a conference between the Parent, the Teachers and the Director to discuss what our action plan will be. Each situation will be viewed to meet the child’s’ needs on a case by case basis.

## Toys

Children are not permitted to bring toys from home except on the occasional designated “Sharing” day or “Celebrate ME” day. On those days, toys could be of a special nature or begin with the letter of the week. Guns, swords, and fighting characters are NOT permitted. They will be put aside until the end of class, and your child will be encouraged to bring a different item for “Sharing”. Please talk with your child before the toy choice is made to prepare them for their decision. We understand how much each child loves certain toys, but in order to keep our room safe we will not allow toys that encourage violence.