

Fairwood Christian Preschool

# PARENT HANDBOOK

2024-2025



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A Ministry of NWLife Church



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## **About Us**

Fairwood Christian Preschool is an established preschool that has served thousands of families in the Renton/Kent/Maple Valley area for over forty years. Our excellent teaching staff is experienced and highly trained in caring for the needs of young children. Teachers utilize innovative methods to capitalize on a child's natural curiosity, imagination, and creativity. We use age-appropriate challenges to develop each child's talents and abilities. Children will be acquiring skills they will need in the years ahead. We expect children to enjoy being kids—playing, learning, and laughing. We believe that play is the work of a child and activities that appear to be merely play to adults are very important to a child's development. With these goals in mind, an emphasis is placed on children's emotional, social, cognitive, and physical growth. Since each child is uniquely different, we encourage them where they are at developmentally. Each child will be assisted to reach their full potential. We count it a privilege to be entrusted with your children.

## **Mission Statement**

To provide a safe, secure, inclusive, and loving preschool for our community.

## **Discipline**

Our discipline policy is designed to help children learn to develop self-control. We want children to learn respect for others and learn how to express themselves using words. Children also will learn to take responsibility for their actions and understand that there are consequences to actions. We use a positive approach to help and guide children through redirection, distraction, and positive reinforcement. Teachers establish clear boundaries for appropriate behavior and continually look for good behavior to praise. No corporal punishment, threats, humiliating or harsh words will be used. If a child is unable to control him/herself, the child will be asked to sit in a quiet area away from others and calm themselves. When possible, the teachers will allow the child to decide when they are ready to enter back into cooperative play.

## **Curriculum**

To keep our lessons interesting and varied, we utilize weekly themes that tie into all areas of learning. We will also have several focus letters & numbers each week. Teachers will present these in the following areas:

- Socialization: Opportunities for parallel and cooperative play. Children will learn to use their words and to problem solve.
- Practical Life: Helping children to master their environment with minimal help - such as pouring, buttoning, cleaning up and washing own hands.
- Dramatic Play: Children love to use their imagination and mimic life in our home and dress up center.
- Sensorial: Helping children learn to use their senses for observation, comparison, and classification.
- Mathematics: Opportunities for children to rote count, use number recognition, and associate abstract with reality.
- Science: Experiences in nature and natural laws, guess and check, cause and effect.
- Language: Opportunities for children to practice letter recognition, phonics, and to form words by combining sounds.
- Spiritual: Christian principles shared through Bible stories, puppet stories, life stories and teacher example. Experiences with musical instruments, rhythm, and singing simple songs.
- Music: Experiences with musical instruments, rhythm, and singing simple songs.
- Arts and Crafts: Projects and open-ended activities using a variety of mediums, where individual creativity is strongly encouraged.
- Physical: Activities designed to foster development in balance and coordination.

**Schedules and Tuition**

<b>Class Times</b>	<u>3's and 3-4's Classes</u> 9:00 am - 11:30 am	<u>4's and K-Prep Classes</u> 9:00 am – 12:00pm
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<b>Classes Offered</b>	<b>Class Size</b>	<b>Days</b>	<b>Age</b>	<b>Age Requirements</b>
3's	14 Children	Tues. / Thurs.	3 years old	3 by August 31, 2024
3-4's	16 Children	Mon. / Wed. / Fri.	3 & 4 years old	3 by May 31, 2024
4's	18 Children	Mon. / Wed. / Fri.	4 years old	4 by August 31, 2024
K-Prep	20 Children	Mon. – Fri.	4 & 5 years old	4 by August 31, 2024

\*Child must be potty trained by the start of school.

**Sample Class Agenda**

- Arrival—Free Play
- AM Circle Time
- Learning Centers
- Wash Hands/Snacks
- Outdoor Play (when weather allows)
- Learning Centers/Craft
- Final Circle
- Dismiss

**Tuition**

A non-refundable registration and supply fee of \$100.00 is due at the time of registration. Tuition is figured based on the cost of running FCP for an entire school year and divided into nine (9) equal monthly payments as follows:

<b>Monthly Tuition Rates</b>		<b>Optional 5% Discounted Full Year Payment Including \$100 Registration Fee</b>
3's Class	\$210	\$1895.50
3-4's Class	\$245	\$2194.75
4's Class	\$265	\$2365.75
K-Prep	\$335	\$2964.25

\*If you choose to pay for the whole year in one lump sum you will receive a 5% discount on your tuition.

**Whole year payments will be accepted by cash or check only.**

September tuition is due on August 1st. Thereafter, tuition is due on or before the first (1st) of each month. **Payments received after the 7th of the month will incur a \$15.00 late fee.** Accepted types of payment for tuition are check, money order, cash, automatic withdrawal, and card. Payments by card can be made through your Jovial Family Portal. Arrangements for monthly auto-payment can be made in your Jovial Family portal as well. Returned checks (NSF) will be surcharged a \$35.00 fee.

The school's budget and teachers' salaries are based upon full enrollment, therefore compensation cannot be given for absences. Parents are responsible for each month's tuition despite absences, vacations, or holidays to continue their child's enrollment in the preschool.

**Late Pick-Up Fee**

There is an **overtime charge** of \$15.00 for each **10 minutes or portion thereof, beginning 10 minutes** after class has ended.

### **Arrival and Pick-Up Procedures**

Children must be checked in and out daily **by an adult** at your child's classroom door. Children should never be left unattended in the parking lot, cars or on the school grounds. Children will only be released to adults (18+) whose names are listed in the Student Profile Form. You can make corrections or additions to the list via the Add or Update Caregiver Form.

Please contact your child's teacher if you will be delayed in picking up your child from preschool. Classroom doors will be locked until school begins and will remain locked while class is in session.

### **Parent Involvement**

Our goal is to partner with parents throughout the school year and keep you involved and informed on your child's progress.

Here are some of the ways that you can share in your child's early childhood experience:

- Facebook: [www.facebook.com/FairwoodChristianPreschool](http://www.facebook.com/FairwoodChristianPreschool)
- Instagram: @fairwoodchristianpreschool
- Teachers will email regularly with reminders of upcoming events
- Monthly snack calendars
- Parent classroom volunteers and chaperones for field trips, party days or special events.
- Student assessments issued twice each school year

### **Health Policies**

Our goal is to maintain the best possible health conditions for children. If a child comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. Children may ask to come to school even though they are ill. If a child comes to school when ill, they will be sent home. We will follow up-to-date CDC recommendations for COVID and RSV cases.

Please adhere to the following policies:

1. If a child shows signs or symptoms of illness such as sore throat, fever, stomachache, unknown rash, pink or itchy eyes, or a persistent cough, please keep them at home.
2. After a fever a child's temperature must be normal (98.6) for 24 hours BEFORE returning to school, without the use of fever reducing medication.
3. If your child has been vomiting, he/she must wait 24 hours BEFORE returning after the vomiting has stopped.
4. If a child contracts a highly contagious condition such as pink eye, chickenpox, fifth disease, head lice etc., they must stay at home until they have been treated by a physician and are no longer contagious.
5. If a child becomes ill while at school, you will be called to pick up the child immediately. We do not have the space or staff to quarantine children. FCP staff will not call unless the child needs to be at home.
6. If a child is well enough to come to school, we will expect him/her to participate in all activities, such as playing outdoors with the class, weather permitting. No medication will be administered by a teacher or staff member except EpiPens if needed.

\*Please Report infectious conditions to the FCP office to warn other parents to watch for similar symptoms. Your child's identity will remain anonymous.

### **Immunizations**

Children enrolled in Fairwood Christian Preschool must be current on immunizations. Copy of immunizations is required at time of application.

Exceptions are permitted with a signed waiver, and an understanding that parents may be asked to remove child from school if there is an outbreak of a vaccine-preventable disease. The child would be excluded from school until the outbreak is over.

### **Show and Tell**

Show and Tell will be scheduled at various times throughout the school year. Children are encouraged to share about themselves and their family and friends with photos, toys, stuffed animal collections, trophies, and things found in nature. Toy weapons such as guns, swords or toys that teachers feel could hurt another child are not allowed. They will be taken away and put aside until dismissal.

### **Preschool Apparel**

Preschool activities are often messy, and children should not have to be concerned with staying clean. Please dress your kids for play. Shoes with slick soles, flip flops and skirts or dresses without leggings are discouraged. They interfere with running and climbing. Hang up coats, hats, scarves, and backpacks on the coat racks upon arrival and take home such items at the end of each day. Unmarked clothing left for extended periods will be donated to a local charity. Also, please leave umbrellas at home or in your car. Please mark your child's jackets and backpacks with their name.

Be sure that your child's clothing is comfortable, washable, and allows for self-dressing. **Please send your child with weather appropriate outerwear as we go outside to play in the cold winter months if it is not raining.**

### **Snacks**

Each child is scheduled to provide a snack that's low in sugar one time a month on a rotational basis. A snack calendar will be provided monthly. If your child is ill or not at school on the assigned day, please bring a non-perishable replacement snack to be used at another time.

Birthdays are important and children love to celebrate! When your child's birthday falls during the school year, they will be assigned to bring snack on or near that day. They may bring cupcakes, ice cream or other "fun" food on that day. For the children who have summer birthdays, they will be scheduled sometime during the year to celebrate their half-birthday.

A nut allergy can be life threatening. Over the past few years, we have seen increased numbers of children who have peanut allergies. For these reasons we have opted to have nut/peanut free classrooms.

Please help us to maintain a safe environment by keeping all nut products at home, including nut spreads and candy containing nuts. Students with any food allergies must still notify us on the student registration forms. Teachers will check ingredient lists from packages before serving snacks for those students. Parents of kids with allergies should provide a backup snack in the event a snack is brought their child can't eat.

### **Field Trips**

Fairwood Christian Preschool takes several field trips during the school year. The cost of the field trips, if any, is not included in the monthly tuition. A parent must transport to/from and attend all field trips with their child or send an adult in their place. If that is not possible the child must stay home from school on that day.

### **Fundraisers**

Our school sponsors several fundraisers each year to help keep our classrooms updated and parent participation is encouraged but not required. Some families prefer to make a one-time payment donation and choose not to participate in the fundraisers. Tax receipts will be issued for cash donations, upon request.

**Inclement Weather Instructions**

When snow, ice, or other emergency conditions exist—Fairwood Christian Preschool will follow the Kent District #415 school closure schedule.

Please don't try to judge whether school will be open on how the roads appear to you since the road conditions are evaluated for our area as a whole. We have some families and teachers who must travel an extended distance to get to school.

Emergency information will be announced on most television or radio stations.

If the Kent School District opens one (1) hour or two (2) hours late—Fairwood Christian Preschool will be closed.

If the Kent School District is closed— Fairwood Christian Preschool will be closed.

In the event of a power outage, we will lose heat in our building. If an outage lasts more than 30 minutes—Fairwood Christian Preschool will close, and we will contact parents to come pick their children up.