

# Parent Handbook

## 2008-2009

### Inglemoor Cooperative Preschool



at Carl Sandburg Elementary School  
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Kirkland, WA 98034  
(425) 821-BEST (2378)  
[www.inglemoorcooperativepreschool.org](http://www.inglemoorcooperativepreschool.org)

Affiliated with Shoreline Community College as a parent education, cooperative preschool program.

Non-Discriminatory Policy: We offer equal opportunity to all without discrimination in regard to socioeconomic status, race creed, color, religion, gender, sexual orientation, national or ethnic origin, age or handicap.

Our mission is to educate parents and children, to form a community of families wherein support and friendship can develop, and to contribute to our greater community.

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Dear Parents,

On behalf of all of our board members, we would like to welcome our new families and returning families to the ICP community and the 2008-2009 school year.

Parental involvement is key to the success of our preschool program. If you have great ideas to make ICP a better place, please do not hesitate to contact your class coordinator, Teacher Gina, Teacher Caroline, or any board member. (Refer to this handbook for a list of board members).

This handbook is meant to be used as a resource throughout the school year. It addresses many of the frequently asked questions regarding our preschool policies and programs. Please take time to read through it and review each section periodically.

If at any time you have any questions, concerns or comments on how ICP can better meet the needs of you or your child, please do not hesitate to contact us. We hope you and your child have a wonderful time at preschool, and enjoy all the ICP has to offer.

Sincerely,  
Nichol Dalziel, ICP Chair

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**Welcome** to our cooperative, parent-education preschool. With the support of Shoreline Community College, parents as their children's first teachers bring their talents, enthusiasm, and nurturing skills together to form a learning environment for their children. Our philosophy is to respect and value all children and their parents with their many similarities and differences, and to work together to provide a safe, comfortable place to learn and grow socially, emotionally, physically, and intellectually.

**Our goal for parents** as students is to encourage each person involved in family life to think through and develop a personal, comfortable, meaningful philosophy regarding family relationships in order to enjoy parenthood and meet the needs of their children. Our parent education program attempts to familiarize adults with the typical development, ages and stages of their children, and to discuss ideas and research that may help us meet the challenges of parenting. Your involvement in your children's schooling enriches them and leads to more chance for success.

**Our goal for children** is to fill them with a curiosity and joy for learning that will make them life-long learners, to help them increase their social skills so that they will know the joy of friends, to see themselves as unique, lovable, capable people, and to prepare them to meet the challenges of kindergarten. Enjoy yourself and have a great year.

Teachers Gina and Caroline

**Plan on coming to class with an interested, enthusiastic attitude—we are the first models our children see of how to approach school. Accept and like all the children, interact with children at their eye level, let the children do their own work their way, and look for ways to extend learning. Be positive. Don't look for problems. Look for and encourage happy, cooperative play.**

The rules for our children are positive and timeless—they add up to one word: RESPECT. Our goal is to teach children to respect themselves, others and our things. **We start by modeling respect for the children and other adults in our preschool.** We accept that children are not adults and need to learn expected behavior in stages that match their development. Good self-discipline is a combination of social skills, impulse control and motivation to cooperate. We teach acceptable behaviors. This is positive discipline and it requires that we attend positively to every inappropriate behavior.

Rules: We respect ourselves, others, and our things. We:

- Respect others by being courteous and using words in disagreements—not hitting.

- Take care of our things by handling them gently and putting them away when we are done playing.

- Don't hurt ourselves (safety rules interpreted by parents).

- Help children learn impulse control by quick intervention, saying, "wait" and stating the rule or what should be done.

- Encourage the development of thinking skills with, "what would happen if..."

- Encourage social skills by treating children courteously and respectfully. Children learn to be kind by being treated with kindness and recognizing another's feelings.

The class rules we will use with the children in the classroom are:

- Be kind

- Be careful

- Follow directions

Most parents want to know specifics. Specifically, we do not use any method that shames or humiliates. Help the older children learn to problem solve and discuss conflict. When inappropriate behavior occurs, use it as an opportunity to teach the correct behavior.

- State the rule.

- Tell why.

- Acknowledge the child's feelings, but help him take responsibility to "fix it" or solve the problem in an acceptable way.

- Logical consequences may apply.

Interacting with children can be lots of fun for everyone. Safety is first—always be aware of dangers like running in class, building blocks higher than children's shoulders, using too small parts, having sharp objects around toddlers, children who may wander from the group outside, etc. **Never leave any child unattended.**

**Our preschool is a success because of everyone's participation. Families have a responsibility to each other to maintain the operation of the school and provide a learning community for children and parents. This is a summary of your contract.**

### **Participation**

- Attend and participate in one session per week per class.
- In the event of an emergency, provide a substitute to work at preschool and inform your contact group that you will be absent.
- Attend excursions on your day. If you drive a carpool, our insurance requires that you have another adult with you. Insurance information is kept on file in the emergency notebook.
- Participate on one committee and invest roughly two hours a month in committee work.
- You are enrolled in a parent education class through Shoreline Community College. You are required to attend an evening parent education class/preschool meeting once a month for Pre-K and 3-4, once a quarter for Pre-3 and Toddler classes. If you miss a meeting, it must be made up with an appropriate reading arranged with the director to fulfill your credit requirements with SCC. Please write a note to the director informing her of your absence. It is your responsibility to get the class meeting information from your class coordinator and to check with your committee lead. Only in lap nursing babies are allowed at Parent Education meetings. If the baby becomes disruptive, please step out of the gym. Teacher Gina will approach you and ask you to leave if you bring an older age child to a Parent Education meeting.
- Help with the fundraisers or donate the predetermined amount.
- Please respect other's differences and parenting styles. Remember we are all doing our best.
- You have the right and responsibility to handle preschool conflicts or disagreements as they may occur by dealing directly with the person. In the event that a preschool problem cannot be resolved to the satisfaction of both parties, please ask the director for help.

### **Health and Safety**

- Learn the location of the first aid boxes, accident forms and safety procedures.
- Provide proof of child's immunizations and emergency information.
- If you drive children other than your own, you must have a current Washington state driver's license and proof of \$100,000 auto, liability insurance.
- Our medical/accident insurance for enrolled children is secondary to your own.
- Bring only enrolled children to their class during preschool. Our insurance and college affiliation forbid us to have guests at preschool. This includes siblings and friends. The exception is a parent and child observing to enroll. Another exception is a newborn baby who must be registered (\$10) to cover insurance and may attend up to five months of age in a front pack.
- Take turns cleaning the school Thursday after school or Friday afternoon (each family cleans one time for each child enrolled during the school year) or provide a substitute. **Please note: Children are NOT allowed at preschool when you are cleaning.**

### **Tuition and Fees**

- Pay tuition by the first of each month, September through May (see Tuition and Finances).
- If you must resign from the preschool, please give at least two weeks written notice to the registrar and the director/teacher. Your fundraising commitment will be prorated.
- As a member, you have the right to a reserved place for your presently enrolled child next year (2009-2010) and priority for your other children provided you sign up and pay the registration fee by the March 1st deadline.

## **Babies at Preschool**

Although we feel it is best for our classes to have the full attention of every adult, we realize that a newborn and his or her mother need to be together. If after a maternity leave a parent needs to keep her baby with her when at preschool, we have a policy written by the board and accepted by the college.

- c All infants must be registered and enrolled prior to attending any session. That is important for our insurance. Registration fee is \$10. There is no additional tuition.
- f Maximum age is through the 4<sup>th</sup> month (until 5 months from date of birth).  
Maximum of 2 infants per session.
- M Infants must be in a front pack or back pack, carrier or sling which is attached to the parent. Infant is never to be left in a carrier on the floor or table.
- I Parent is responsible for keeping their preschool station supervised – you can take a crying baby to the portable/active room as long as your station is covered.
- b Infants may attend board or preschool meetings with the understanding that the parent takes the baby “out” if he is disrupting the meeting.

## **Maternity Leave**

We would like each parent to have the option of receiving six weeks of maternity leave. This means the parent that attends the preschool on their work day will not be required to cover that work day for the six weeks following the birth of their baby. They will have to work out the details concerning their contact group so that all the kids in the contact group will still be able to attend school. Your child may also continue to attend the preschool but we ask that you have a contact person for your child on each day. Your tuition will still be required for these six weeks. After the six weeks are up, you will then have to either find someone to cover your work day (i.e.: spouse, relative, friend or another preschool parent) or return to the preschool yourself. If by chance there is more than one birth in the same six weeks or if your class is not full then the pregnant parents will need to meet with the coordinator and/or scheduler and make plans that will meet the needs of all involved. One idea is to have parents in the class volunteer to work for the moms during their six weeks or their overlapping days (for free). You may refer to the board for any help in deciding the best possible solution. This policy is subject to change due to circumstances but we would like to give a new mom a break if at all possible.

Parents,

If you are not meeting the parent responsibilities of your contract in the preceding section, you may receive a letter like the one below. Please let your class coordinator or Teacher Gina know if there is any way they can help make this a successful experience for everyone. Thank you.

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September 2008

To whom it may concern:

The ICP Board created the Parent Obligation Protocol. Our hope is to support every family to meet the obligations signed and agreed upon in their Inglemoor Cooperative Preschool (ICP) contract.

The Parent Obligation Protocol is a formal avenue that the school and the family can use to resolve participation concerns that arise during the school year. Individual family participation is vital to enhancing the preschool experience for our children.

Your family is receiving this letter along with a copy of your signed contract. One or more of the obligations are not being fulfilled. If there are ways that ICP can support your family, please contact the director, your classroom teacher, or your class coordinator.

We depend on participation from all families to maintain the high quality and successful operation of our program. Your participation, in the highlighted areas, is not meeting ICP expectations. If you are unable to fulfill these obligations, it may be necessary for us to revisit the appropriateness of this school/program for your family. Unless improvement is shown during the next quarter, you may be denied enrollment for the next school year.

Sincerely,

Inglemoor Cooperative Preschool Board

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## **Parent Obligation Protocol**

Nov 25<sup>th</sup>/1<sup>st</sup> Quarter

Verbal check in with coordinator.

*If not meeting obligations because of difficult life circumstances, please tell class coordinator. If there is any way ICP can help we want to. Because we are family if your coordinator does notice obligations are not being met, she will approach you and ask how we can help.*

March 4<sup>th</sup>/2<sup>nd</sup> Quarter

Verbal and Written check in with coordinator and Director. Give copy of contract.

*If obligations are not being met then the class coordinator and director will talk with you and provide a written warning along with a copy of the signed contract. At this point a probation period is still in place.*

May 27<sup>th</sup>/3<sup>rd</sup> Quarter

Final Check In: Director, Coordinator and Board Rep: Verbal denial and Letter of Denial of re-enrollment for the next school year.

*If obligations have continued to be ignored then you will be notified that a coop is not the best fit and a letter of denial of re-enrollment for the next school year will be mailed to you.*

**Tuition**

Tuition is due on the first of each month, September through May. It may be paid monthly, quarterly, or annually. Please make check payable to **Inglemoor Cooperative Preschool or ICP and write "Tuition" in your check memo**. Please put your check in the red tuition box before the first of each month. The red "tuition box" is located above the mailboxes and below the clock. Or, mail your check to the school postmarked by the first. Please do not put any cash in the tuition box.

Tuition includes excursion fees and also SCC quarterly tuition, \$20 for Toddler and Pre-3 parents, \$30 for 3-4 and Pre-K parents, which the preschool pays to the college. Tuition is as follows:

	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
<b>Pre-K</b>	\$130	\$390	\$1170
<b>Three/Four</b>	\$120	\$360	\$1080
<b>Pre-3</b>	\$85	\$255	\$765
<b>Toddler</b>	\$50	\$150	\$450

There is a 10% discount for siblings (discount applies to younger sibling tuition). Please see the Treasurer if you are applying the discount. Registration fees are \$75 for one child and \$35 for each additional sibling.

**Late Tuition** The first notice late fee is \$5.00; if this is not paid by the 10<sup>th</sup> of the month it increases to \$10.00; if this is not paid by the 30<sup>th</sup> of the month it increases to \$20.00. All unpaid late fees will be attached onto your individual fundraising balance.

**Financial Aid/Scholarships**

We have some financial aid available for families who are experiencing serious financial difficulty. To receive an application for financial aid, contact your class coordinator or the treasurer. Any financial aid arrangements will be kept confidential.

**Fund Raising**

As members of a co-op, we all have the responsibility of raising funds each year to supplement our tuition and help pay for excursions, preschool supplies, scholarships and high-quality parent education speakers. This year we will have two main fundraising efforts. Our Fall effort will be selling Chinook Books. During the holiday season we will be selling our traditional poinsettias and wreaths. The easiest way to fundraise is by signing up for escrip ([www.escrip.com](http://www.escrip.com)). You simply sign up your Safeway card (and/or credit/debit card) and go about your normal shopping. A percentage of your purchases will go to ICP. Because we are a non-profit organization, we have a matching gift program; check with your family's employers to see if they will match your donation. In order to meet our fundraising goal, each member is required to raise a minimum \$150 in profits, or \$200 if you have more than one child enrolled in the school. You may also choose to opt out of selling and instead provide the school a contribution for the above amounts based on the number of children you have enrolled. Our goal, however, is to far outsell the minimum in order to provide as much opportunity as possible for our children and our preschool. We count on everyone to do their part to help make our school the best it can be!

**Committee Reimbursements**

On some committees, members occasionally purchase materials for projects or events. If you want to be reimbursed, the director must pre-approve the expenses (large purchases require 3 quotes before approval). Reimbursement forms are kept near the tuition box. Materials purchased for 3/4 and Pre-K small groups are not reimbursable unless pre-approved by the director.

**Financial Reports and Board Minutes**

Financial reports and board minutes are available to parents and are posted in the active room. For a copy, please contact the board secretary.

**Illnesses:** Please keep children home when they feel sick, have a contagious illness or disease, have diarrhea, vomiting, have a thick yellow or green nasal discharge, have an uncontrollable cough or have had a fever within 24 hours. Parents who are ill may be contagious and need rest. Please find a substitute for your working day. If you or your child will be staying home for the day, please make an appreciated call to the school and let your teacher know this information.

**Substitutes:** If for any reason you cannot work your day at preschool, you must get a substitute. Subs are to be used in case of emergency or illness, not because of vacations, appointments, or other changes of plans. Anyone, at any time, is welcome to trade days with another parent. Also, before contacting a sub, see if it is possible for you to send a spouse or grandparent in your place. Subs are to be used as a last resort. The integrity of our program and the safety of our children depend upon each of you fulfilling your roles at preschool. If you do use a sub, it is your responsibility to make sure your duties get fulfilled that day (i.e. Snack, outdoor set-up, vacuuming). Please notify your teacher if you are going to be absent. (Toddler parents do not need to find a substitute; however, please notify the class coordinator so that we can plan for safety in your absence.) You are ON CALL on the sub days you have signed up for, so be sure to have a contingency plan in case you get called. Treat it like a work day and make a trade with someone else ahead of time if you can't be there. The sub B is not a back-up, the B person is there in case a second parent has an illness or emergency. If you have concerns or questions, notify your class coordinator or teacher.

**Carpools:** For convenience and socialization, parents often form carpools, often times with their contact groups. Carpools are not the responsibility of the preschool; however, if you choose to join a carpool, please be aware of the following safety suggestions:

If you are not coming to school but waiting for your carpool, have your child ready. Take your child to the car, fasten his/her seatbelt, and lock the door. Drivers cannot leave children in the car to come to your door. Let the horn be your signal. Please be home when school is finished or make arrangements for your child's care. Communicate any changes.

If you are driving, think through your car rules and teach them to the children. Children must be in proper safety restraints and should not ride in the front seat of a car with a passenger air bag. Safety is the first priority. Stop the car if you cannot give attention to your driving. Engage the children in song, pique their curiosity of what we will do today and be happy—it's contagious. No smoking.

**Plan so you can arrive at school on time!**

School insurance requires that parents arrange their own carpools. On excursion days, we will meet at the destination. You may organize your own carpool within your class, but there will not be organized carpools provided by ICP.

No child will be allowed to leave school with anyone other than his/her parent or prearranged carpool person without a written note or a phone call to the director.

When you are absent, a substitute is not required to drive a carpool, but, as a courtesy, please let your carpool know you will be absent as soon as possible so they can arrange transportation for their children.

**Contact Groups:** Contact groups are formed by the preschool to focus an adult's attention on the safety and security of a small group of children—especially at transition times; however, all the children are the responsibility of all the parents in attendance each day. Please interact with all the children and attend to those in your area as needed.

**Accident/Incident Forms:** If any child is hurt at school, fill out an accident/incident form located in the first aid drawer and tell the teacher. Make a copy at school and send one home with the child and leave the original at school.

**Fire and Earthquake Safety:** Emergency routes in case of fire are posted at the preschool. During fire drills, proceed calmly out the door, walk along the playground and wait by the field. The teacher will leave the classroom last and bring a name checklist. During an earthquake, stay indoors under a table.

**Snow or Weather Problems:** Listen to KIRO or KING radio to see if Lake Washington School District or Northshore School District cancels school. If this happens, we will not have preschool. The director will notify the class coordinators who will then get in touch with their classes. If **either** district is on a late or delayed schedule, we will not have morning classes and we will make a decision on afternoon classes by 10 AM. This decision will then be relayed to afternoon class members via class coordinators.

## **Small Group Procedures** (3/4 and Pre-K only)

1. Check the schedule to find out your small group subject (science, math, art). Try to stick to that subject, along with the theme for the month; but it's OK if you want to do a game or something different that you think will work and be interesting/educational for the children. I want you to do what will work and be fun for you. You are responsible to come prepared for your small group. You will not be reimbursed for small group expenses unless pre-approved by Teacher Gina. You will do the same activity three times with each of the three groups. You will rotate each week until all the children have had the opportunity to be with you.
2. At the beginning of your Small Group Time - Take a deep breath to calm and **relax** yourself because you are not in a hurry and get to enjoy this time with a small group of children.
3. **Invite** the children to join your group as they walk thru the classroom/check that you have all your children.
4. **Greet** the children by name.
5. Enthusiastically **Introduce** the activity\* (maybe with a question to spark their curiosity) and **begin**...
6. When completed... Tell the children they did a **good job** and it was **fun** to be with them. (No need to critique/comment on their work. It is the **process** not the **product** that is most important.)
7. Have the children **clean-up** and tell them it looks much cleaner and ready for the next activity now.
8. If there are "products" be sure you write their **names and class** on the back. All names start with a capital followed by lower case letters. All together walk to the cubbies and put the "creation" away or carry it to the counter to dry.
9. You can have the children show each other/share what they made if you want to.  
This activity should take about ten to fifteen minutes.

\*Remember the activity should be appropriate to the age and skills of the children (aka: developmentally appropriate). At least 75% of it should be able to be done independently by the children. Allow the children to make as many choices as possible. It's okay to offer step-by-step directions (Art project) and allow them to get help as they are learning how to do something; that is appropriate and part of the learning scaffold. However, remember they don't have to all look the same when they are done...**process, not product**. Let their creativity and individuality shine!

### **Ideas for Small Group:**

#### **You can get ideas from the Small Group Boxes in the classroom!**

a board game, a large motor activity, dance on the rug, plant something in a pot, string cereal or beads, cut paper, make a nest for an animal, act out a story, put on a puppet "story," go on a walk on school grounds to find something (take another adult), learn to roll or flatten or coil playdoh, make playdoh or gak, bake food or other concoctions (check for allergies!), match shapes outlined on paper and paste over them, be "chemists" by mixing colors, do a simple science experiment, draw, color, use crayons or pencils or pens, dictate a story that describes how to do something, write numbers or letters, play a memory game, do an ABC puzzle, sing a song, teach them a finger play... Keep in mind:

**What's my goal? What am I trying to teach?**

**What do I want them to learn today?**

**Most of all – have fun!**

**Excursions** are also part of our curriculum and will be announced at least one week prior to the event. The Pre-K class and the 3-4 class have one excursion each month. The Toddler and Pre-3 classes have three per year.

**Conferences** To help us work together for the best experience for your child, please arrange a conference with your teacher during the year to discuss your child, any concerns, our preschool program and your participation.

**Parent Discussion /Group Guidelines** Each parent has the opportunity to meet with their teacher and another parent approximately once a month to discuss topics of parenting and child development. This takes place while the rest of the class is playing during outdoor time. It is a great time to share and learn from one another. Please remember:

*\*We have the right to pass.*

*\*We have the right to stay on the topic.*

*\*We have the right to our turns and to be heard.*

*\*Each opinion is respected.*

*\*We have the right to speak freely knowing discussion is confidential between those in the room only.*

### **A healthy attitude toward food**

Our preschool rule is that one serving is “your share.” Use scoops or something to measure a “share”. No point in wasting food or teaching children that it’s OK to waste food. If children are wary, let them have a very small taste and decide if they want more. We won’t “force” them to eat food that they do not like. It’s OK to bring a little extra snack so your adult friends can have some too.

### **Snacks need to be safe**

Wash hands with the wipes provided (yours, too).

Avoid foods that could be a choking hazard. Consider the age of the children who will be eating the snack. Toddlers may have difficulty chewing hard fruits and vegetables like carrots, celery, hard apples and the skin on some fruits. All preschoolers may also have difficulty with round things like grapes that could be inhaled. If you choose to bring grapes, please cut them into quarters.

Check red nametags for food allergies. A list of children with allergies will be posted on the board at the snack station.

**NO NUTS and NO PEANUT BUTTER** due to nut allergies.

Disinfect table after snack time.

### **Snacks need to be nutritious**

Fresh, washed fruits and vegetables (cut into small pieces), whole grains, and dairy products (see snack ideas)

We drink water at preschool. No juice please.

### **Snacks need to be a learning activity**

Children are learning to:

Wash their hands before they eat (wipes).

Pour their own water. Spills are OK! They are a part of learning!

Say “please” and “thank you.”

Get their own napkin and serve themselves the allotted amount.

Dispose of their cup, plate, etc., in the trashcan.

Let’s teach them how to cut, stir, spread, dip, peel, measure, combine and cook!

Bring an ethnic snack from your country! Bring a snack from your garden!

### **If a child is choking**

Stop, look, listen. Remain calm. Get your teacher, she is trained in CPR and First Aid.

If child is coughing, wait and watch. This is the body’s way of dislodging food. Do not hit the child on the back. Wait. Encourage child to cough. (i.e. keep coughing, good job coughing)

The child will need help if he/she cannot speak or cry or cough or breathe. Do the Heimlich:

Tell someone to call 911. Make a fist, and with the thumb end placed between the ribs and naval of the stomach area (about the belt line) make a hard, quick abdominal thrust by pulling up at a 45-degree angle. You are trying to make an artificial cough. Continue until the food dislodges or he passes out and then continue on the floor. Only at this point should you sweep the mouth with your finger.

### **Supplies**

We have: microwave, toaster oven, refrigerator, paper cups, plates, utensils and napkins All are disposable.

### **Snack ideas**

When you are picking a snack to bring, think about bringing something that goes along with our theme, science, shape, color, etc. for the month. Be creative and make it fun. Do what works for you!

Frozen peas & blueberries

Peeled, washed fruits/veggies (cut into small pieces), applesauce

Crackers, bagels, bread plain or with butter or jam or cream cheese, pretzel sticks

Cereal with or without milk , hardboiled eggs

Cheese, yogurt, dips for fruit or veggies

Pancakes rolled up with something inside

## ICP Station Directions 2008-2009

### Wet and Dry Sensory Tables

- W Have fun! Enjoy your time playing!
- H You can sit in a chair so you'll be at the children's eye level
- Y **AM Class:** Pour ½ of the big blue water bottle in the tub, unless you are asked otherwise.
- o Put toys in table. Random or make a theme, your choice!
- P Invite children to come play as they pass by you.
- I If children have trouble sharing toys/space: \*offer a different toy, "You can use this if you want." \*remember possession is 9/10 of the law \*redirect play as needed
- y **¾ and Pre-K:** If a child throws whatever is in the sensory table-say, "Oops, the sand (or whatever) needs to stay in the box. That needs to be cleaned up now." Go get the broom and dustpan and have the child clean up the sand (or wipe up water with a towel). He/she doesn't have to get it all- we are just trying to make consequence/connections that we have to be responsible for our actions. Let the child know that if they throw again, they'll have to play somewhere else. **He/she can come back when they are able to keep the contents inside the box.**
- b Wet Sensory Clean up: Remove toys and spray with Pursue as needed. Leave toy box open, under the water table, to dry. Leave water in for PM class on Mon, Tues, Wed and Thurs.
- a **PM class:** drain water and dump outside between portables. Spray inside table with Pursue and wipe dry.
- P Dry Sensory Clean up: Move tables and lift up mats, sweep and throw away whatever is on the floor.
- i **Sweep linoleum area**-get help from play dough person

## ICP Station Directions 2008-2009

### Play Dough Station

- P Have fun! What can you create with play dough?
- H Put toys out. (in clear bin by classroom door)
- P Divide play dough and place some in front of each seat at the table (an open invitation to play!)
- t Invite children passing by to come play with you.
- I This is a great tactile activity with lots of sensory expression.
- T Use language to enhance the children's experience-narrate what you see them doing (rolling, cutting, pressing, squeezing...) You are giving vocabulary to their actions.
- ( Play dough that lands on the floor goes into the garbage. Check the floor occasionally to help prevent it from getting to the rug areas.
- t When a child leaves, say, "It was fun playing with you \_\_\_\_\_."
- W **Clean up:** Put play dough back in container, toys back in boxes and wipe off table with Pursue.
- P Help sweep linoleum floor.

# ICP Station Directions 2008-2009

## Snack Station

- S Have fun socializing and sharing with the children!
- H Please bring nutritious food
- P **No NUTS or nut products-allergies!**
- N No foods that children often choke on like hot dogs. Grapes must be cut in half.
- N Disinfect table by wiping down with Pursue
- D Try to plan a FUN snack - one that goes along with a theme or holiday. Examples: Use a small cookie cutter to cut cheese into shapes, bring table decorations, interesting foods like pomegranates.
- l Try to plan an "active" snack - one that children get to make, peel, stir, scoop, spread...
- T Cups/utensils/plates/napkins are in the blue drawers behind you
- C CHECK "ALLERGY WARNINGS" on wall by phone and NAME TAGS FOR ALLERGIES
- A Have each child use a wipe to clean hands before and after eating snack
- H Keep a clean towel near so children can wipe up spills-if they spill (and they will) just say, "Oops, here's a towel!" Let them clean it up-they feel capable and responsible.
- s Pour water from blue jug on counter into small pitchers. We only drink water at preschool. Let the children pour their own water
- p Provide small servings so if a child wants seconds you have enough. Remember though, it is just a snack. Sometimes children will want even more and you may need to remind them that you need to make sure you have enough for everyone to have a snack. (our fair share)
- s Clean up: have children put their own plates/napkins in the garbage and wipe the table where they were sitting upon leaving the station.
- w Have children pour any leftover water from their cup into the red watering can to water the flowers.
- t Close snack station at 5 minute warning bell-so those who are left can finish their snack and you can start to clean up. Join us at the rug as soon as you can. (We need you!)
- a Clean the table, wash & dry any dishes and sweep under the table. (Please don't leave dirty/wet dishes on the counter. The dish fairy is on vacation.)

# ICP Station Directions 2008-2009

## Art Station

- A Have fun!
- H Let children create anything they want with the materials. We are interested in the **process**, not the product.
  - , Art materials may be on the table already or you can select the materials
- A Encourage individuality and independence
- E Feel free to create your own masterpiece as a reminder to yourself to **not** “make” theirs for them
- f Ask children what else they need/want
- A Children can also get the items/materials too-Beautiful Junk!
- C You may need to “teach” children how to glue, tape, and use scissors. You may need to hold the paper for those just learning to cut. Check their finger placement in the scissors.
- s Use lots of encouraging words
- U Invite children to come to the art table and make something for mommy/daddy....sometimes just a personal invitation is what is needed to spark some interest/attention
- i When done-have children help put items away
- W Papers in the recycle bin/scrap shelf
- P Put the child’s name (also 1<sup>st</sup> initial of last name if 2 children in class with same name), class and date on the back
- c Write names properly- start with capital letter then lower case letters (Gina)
- W Art that needs to dry is placed on the blue drying racks and will be put in their box later. We only send home dry projects-no wet glitter, glue, etc.
- W If they can take it home today, help them put it in their cubby.
- I You can ask if they want to put it up on the “wall” for all to see, if appropriate
- Y Start cleaning up at the 5 minute bell and join us on the rug as soon as you can

# ICP Station Directions 2008-2009

## Paint Station

- P Put four pieces of paper on easels to create 4 painting stations. Paper located under easels
- e You can draw a large shape/seasonal object or cut out a shape in the paper if you want to. Please leave at least 2 papers blank for those children who don't want a "form".
- t Put 2 colors of paint in each cup at each painting station (same 2 colors at each station...seasonal colors and /or colors of the month or colors when mixed create a new color.
- c Paint is located under the sink
- P Foam paint is for Toddlers only
- F Fill cups about 1/3 full
- F Offer children a painting apron. It is ok with us if they don't want one. May want to ask mom or dad or if they have a special dress on, for example, encourage using one.
- a Give help as needed...wipe off brush, hands...
- G Let them create whatever they want!
- L If the child tells you what they are painting, ask if they want you to write that on the paper. Write exactly what they say.
- p Put child's name/date/class on top of paper using capital letter then lower case letters (Gina)
- ( Put paintings on blue drying racks
- P Put dry paintings from drying racks into children's cubbies
- P Close station at 5 minute warning bell so you have time to:
- C Wash the paint brushes-"bucket/bin" under easels for washing brushes-DON'T LEAVE BRUSHES IN WATER IN SINK (the paint brush fairy is on vacation)
- B Use sink water sparingly-we have to dump it...
- U If AM class, cover paint cups and leave for PM class unless colors are really mixed up
- I If PM class-if lots of paint left over-leave for next day or throw away if not much left or too mixed up.
- t **Put 4 new papers up for the next class**
- P Wipe aprons, easels, floor with rags from blue drawer by sink
- W Wipe sink and counter area
- W Put dirty rags in yellow bucket by sink-Thanks!

# ICP Station Directions 2008-2009

## Dramatic Play Station

- D Have fun!
- H This is a very fun and busy area! Enjoy interacting with the children
- T Have a seat on the floor-child's eye level
- H Supervise the children's play. Encourage pretend roles. For younger children, get them started by picking a role yourself and begin to involve them in make believe play.
- s Let's use the toys appropriately. IF you see some toys go into mouths please put in "Toddler bucket to be washed" on top of the art cupboard.
- " Teach respect for toys and area. Our Creative Dramatics team spends time and effort to make the area fun for the children. Do not allow children to "wreck" displays. If they do, state rule and have them help "fix" it. If needed-go play somewhere else and come back later when ready to play nicely.
- b If a child throws toys, remind them of the rule/behavior wanted in a positive way. "We play with the toys, we don't throw them. We need to be safe at school." Have child go pick up toy that was thrown. IF it happens again, give warning in a kind voice that he/she will need to go to another place to play if he/she does it again. He/she can come back later (5 minutes)
- b Invite wandering children to come play
- I At end or when children leave, ask each one to put away what they were playing with instead of "dropping and running"
- i Clean up time: make cleaning FUN! "I'll put the plates in the cupboard....and you... Wow! This place looks clean and ready for the next group!" Make sure this area is ready for the next class
- r Thanks!

# ICP Station Directions 2008-2009

## Puzzle/Game Table

- P Have fun!
- H You can sit at the table or on the floor-whatever works for you!
- Y Take puzzles/game **out** and place on table (this is inviting to children)  
Puzzles and manipulatives on the top 2 shelves are safe for all children (no choking hazards)
- h Make sure small toys and puzzles are behind curtain when cleaning up
- M Toys behind lower curtain are not for Toddlers! (Small pieces)
- T Children can use pens and magnets on the white board
- C You can also read books!
- Y As children leave, have them put away the toys instead of “dropping and running”. Tell them “great! Now it’s ready for the next child.” Encourage them to push their chair in too!
- t Clean up: Children help put puzzles and games away.
  - o You may also need to help the dramatic play when finished with your job. Let the teacher know about any broken games/toys/missing pieces. Double check the top 2 shelves don’t have any small pieces that are not safe for Toddlers. Join us on the rug as soon as possible to help

# ICP Station Directions 2008-2009

## Blocks and Floor Toys

- B Have fun! Enjoy your time playing!
- H Get down on the floor
- G Help children find what they want to play with-get out big bins as needed
- H Follow the lead of the children. See what they are building/doing and add vocabulary, materials
- m Ask questions like “what if..how does..who lives there..” to help them expand their ideas/play
- i Add words/narration about what you see for the little ones to help build their vocabulary
- v If there is a conflict say “How can I help?” Let each side be heard. Help them arrive at a solution. “You can share or take turns. Which one sounds good?” and teach children to say “when you’re done, can I have a turn?”
- t If a child has a toy in their possession-it’s his/hers to play with. We won’t “make them share” by giving it up to a child who may be complaining. Teach the child who “wants it” to ask the other person in a kind voice “When you are finished, I want to play with it.”
- i Exception: If there is a really popular toy being hoarded by one child-we can set a time limit to ensure others get a turn too. Allow 5-10 minutes play time. First explain this to everyone involved.
- e ¾ and Pre-K: If a child hurts another child-intervene by comforting the victim. Have the children each tell their side. In a calm manner, tell the child, “We don’t hurt people, we use our words and talk. If you hurt someone again you’ll have to go to another area to play for awhile and you may come back later to play with the \_\_\_\_.” Do not encourage any child to be a victim. Help them speak up for themselves. “Don’t hit me!”
- m Have children put their things away before leaving the area unless other children are playing with it.
- p At clean up time, give children specific clean up jobs.
- A You are responsible to ensure area is cleaned up before leaving.

## ICP Station Directions 2008-2009

### Outdoor Play Time

- O **Safety** first! If it doesn't look safe to you, it isn't  
**Helmets are not required**; if you would like your child to wear a helmet please send one from home labeled with your child's name.
- o **Supervise** your area at all times
- y **Encourage inclusion** of all children
- o **Chasing is OK** if all involved agree and are having fun
- i **¾ and Pre-K**: If a child physically hurts another child (hit/bite/kick) the consequence is that child loses the privilege of outdoor play today...needs to stay with an adult. How sad...Enforce this rule and **Report to the Teacher** – we need to send the clear message that aggression/hurtful behavior will not be tolerated. For teachable moment ideas, see below.
- i **Toddler and Pre3**: If a child physically hurts another child, (hit/bite/kick) intervene quickly and state in a firm voice “NO! We do not hurt each other. That is not OK.” Use as a teachable moment to model correct behavior-state rule “We use our words.” Give examples of what child can do to help make things better to victim (apologize, ice pack, Kleenex). We won't force the act of restitution, but we will let child know what they can do now or in the future to make things better. Teach empathy. Lots more attention to the victim. Words to the aggressor like, “I bet you didn't mean to hurt Johnny! Look, he is crying, oh how sad. Let's see-what can we do to make Johnny feel better? How about...Natural consequence may apply (loss of toy?) Aggressor may need some cooling off time and resume play when they are ready to play safely. Aggressor may need to be: shadowed” by adult to prevent further incidents. **Report incident to the Teacher.**
- . **Toys are to be used appropriately.** Cars are not for crashing, shovels are only for digging, ropes for jumping, etc. If a child uses inappropriately-rewrite rule/behavior wanted and **give warning**. “If you do that again, you'll have to go play with something else.”
- e **If a toy is very popular**: share (doesn't usually work too well at this age-don't expect) or take 5-minute turns or teach child to say, “When you are done, can I have a turn?” Make sure the child gets a turn when you see the other child has left the toy. A very **effective** technique!  
**Involve** yourself in their play!
- y If a child needs to use the **bathroom**, 2 people must go with the child. (insurance rule) unless the child's parent is available. Get a person from discussion group if needed. Tell Playground Supervisor you are going.
- T **Clean up** Help put all outdoor toys away.
- H **Stay with the children** and help them with the transition to class/bathroom line up-watch for your contact group!

# ICP Station Directions 2008-2009

## Outdoor Play Time Positions

### Playground Supervisor:

**Is the person in charge of setting out the trikes, cones and other toys before school begins.**

The supervisor also “oversees” the playground. She/He stands near the bike riding area and scans the playground constantly looking to see that all the children are in the areas designated for play and calls to the attention of the other playground parents any problems she/he may see. She/he helps get the children to stand on the yellow line when the bell rings; watches the children during the time things are put away. When the Teacher arrives she will relieve the supervisor of her responsibilities. **Report all accidents/hurtful behavior to the teacher upon arrival outside.** The other parents put away the toys.

### Climber:

The parent(s) stationed at the climber watch the climber areas and make it safe and fun. The **small climber** is just called the climber and is closest to rooms. The tires in the small area are fun and challenging. Please direct children to go one way so they don't run into each other. Children may dig in the bark. The large climber is for the Pre-K students. There is a hexagonal dome in that area that children are allowed to go under but not climb on. It is too hard for their size. If the children want to go on the rings, they must be able to get on them themselves and note the direction –all go one way

### Bikes:

This person stays in this area helping children with riding toys. We do not provide helmets or require the children to wear them. If you would like your child to wear a helmet, please send one from home labeled with your child's name.

### The Woods

Children are not allowed in the brush area behind the climber or toward the fences. They are also not allowed on the grassy area or the field because there is not enough supervision for such a big area. Children are not allowed to dig in the dirt by the woods.

### At Clean up/bell time

All children line up on the yellow line for “Simon Says”

The discussion group parents will help put toys away and assist in taking the children to the bathroom.

Pre K and 3/4 children walk in a line to bathrooms and line up in the hall after using the bathroom. Boys can use the girls' bathroom except in Pre K and 3/4 (Boys use boys/Girls use girls) Pre 3 will use the “walking rope” to walk to and from the bathroom.

## Cleaning Guidelines

- C Everyone is ultimately responsible for cleaning on the day they signed up for. If you can't line up a substitute or find someone to switch with you, you must clean anyway. We, of course, will work around true emergencies. Kindly inform me if you are switching cleaning days with another parent or if you are having a sub clean for you.
  - a The sub gets to decide whether she wants to be paid in cash or check. Any arrangements made with a sub are strictly between the hiring parent and the sub. The sub cleaning fee is \$50.
  - p Plan on having someone to watch your child/children while you are at school cleaning. They are not allowed to accompany you during this time. A child getting hurt in school when he/she is not supposed to be there can cost us our insurance coverage.
  - t Cleaning may be done on Thursdays starting at 3:00 pm or Fridays starting at 11:45 am. (Friday is preferred, if possible.)
  - s If you arrive after 3:45 pm, the classroom will most likely be locked. You may borrow a key from the Carl Sandburg Secretary, Kate, or the custodian, Dave. Make sure he unlocks both portables as you will need supplies in both rooms.
  - s Cleaning must be finished by 8:30 pm. Final security rounds by Dave the custodian are done at 9 pm and the alarms set soon after.
  - t Be aware of the area you are responsible for cleaning. Go through the checklist and take one with you to refer to as you clean. Extra copies of the checklist are located in the folders taped to the door of the supply cabinet. Make sure the Cleaning Supply Cabinet is locked when you are finished.
  - y Cleaning time is estimated at 2-3 hours.

Please complete, sign, and date the feedback form provided in the folder attached to the door of the supply cabinet. Put both feedback form and checklist in my mailbox -

- c Turn off the lights and lock the doors by inserting the wrench key into the keyhole. While pushing on the door handle, turn the key and this will release the deadbolt. Once locked, the door can only be opened from the outside with a key so take all your belongings with you.

### Equipment and Supplies

- E The Cleaning Supply Cabinet is located in the Active Room to the left of the refrigerator. The key is hanging at the upper right corner. For the safety of the children, keep the cabinet **locked at all times**.
- . The school provides all cleaning supplies including latex gloves. If you choose to bring your own gloves, please take them back home with you or dispose of them. At present we use Amway's *Pursue* as the disinfectant.
- t Equipment and supplies are located:
  - \*Undiluted *Pursue* - in Cleaning Cabinet
  - \**Pursue* spray bottles - on top of classroom sink
  - \*Latex gloves - in Cleaning Cabinet
  - \*White rags - in drawers by snack table
  - \*Used rags - in yellow bucket marked "Dirty Rags" in Classroom by sink
  - \*White plastic garbage bags - under easel in Classroom
  - \*Brooms, dustpans, mop - in Classroom by snack area
  - \*Vacuums - one in Active Room, one in Classroom
  - \*Vacuum bags - in Clean Cabinet
  - \*Swifer refills in supply cabinet

Cleaning solution: Mix 1 capful of *Pursue* and fill the spray bottle with water  
- use water from blue tank

## Classroom Cleaning Check off List

- C Refill spray bottles with Pursue (one capful of Pursue in the spray bottle, fill the rest of the bottle with water from the blue tank)
- b Organize pens, scissors and other supplies
- O Organize puzzles, toys, games
- O Wipe all tables, chairs, countertops and sink area with Pursue (move items, clean under, put back)
- i Dust windowsills, blinds, tops of cabinets
- D Make sure there are wipes available in the snack area, paint area, on desk near door where children enter
- d Make sure there is Kleenex available
- M Vacuum carpet. Be sure to put chairs up (then back down), move tables around as needed and to clean around edges of the classroom. (There is a smaller blue vacuum that's good for corners etc.)
- ( Sweep and mop linoleum floors. For mopping, spray Pursue on floors. Don't forget under tables and the rubber mats.
- D Wipe down white board trays.
- W Empty and take out garbage. Reline the cans with new bags. (Bags located under easel) Please take the **garbage** and **recycle** (in Art area) to the big dumpsters outside Carl Sandburg kitchen area when you leave.
- y Reminder to use as little classroom sink water as possible. We have to fill our own water tanks and dispose of used water.
- f Thoroughly wash easel and paint trays
- T Straighten paper shelves and under easel area
- S Clean, dry, fold paint smocks under easel
- C Put all dry paintings from drying rack in cubbies for children

Phone numbers you may need:

Custodian Dave: 425-864-4773

Cleaning Coordinator: Laurie Rector: 425-482-1156 or 206-369-5184

## Active Room Cleaning Check off List

- A Dust windowsills and any other uncovered shelves
- D Wipe down blinds
- W Wipe down tables, counters, and chairs
- W Wipe down/dust tops of large cabinets surrounding play equipment
- W Vacuum floor including areas under toys, trikes, tables
- V Straighten up Xerox paper and office supply area
- S Empty and take out garbage. Reline the can with a new plastic white bag (under easel in classroom) When you leave, please take garbage up to the big dumpster outside kitchen area of Carl Sandburg.
- t Also when you leave, take any recyclables materials to the recycling bin located next to the dumpster
- b Wipe down refrigerator inside and out
- W Clean play equipment/toys accordingly with Pursue (slide, mats, puppet theater...)
- t Organize/wipe down cars, trikes, outside toys (You do NOT need to wipe down the tires on the cars/trikes!)
- w Clean, disinfect changing table in back of room
- C Clean, disinfect potty chairs
- C Organize, put away spare clothes, diapers, wipes, baggies in changing area
- a Check and change vacuum bags if needed in both vacuums. Bags are in the Cleaning Cabinet. One vacuum in Classroom, one in Active Room.

Phone Numbers you may need:

Custodian Dave: 425-864-4773

Cleaning Coordinator: Laurie Rector: 425-482-1156 or 206-369-5184

**A: Attendance-** All enrolled parents are required to attend preschool sessions once a week from beginning to end of class. In addition, members are required to attend evening parent-education meetings once a month for Pre-K and 3-4, once a quarter for Pre-3 and Toddler classes.

**B: Babies-** are allowed in a front pack at preschool up to **five** months of age. They must be registered for insurance purposes. The cost is \$10.00. See your class coordinator...

**B: Board members-** are the leaders and elected decision-makers of the school. They “govern” the school and take care of preschool business. They are volunteers and work very hard. We are to give our support and appreciation to them.

**B: Bulletin boards-** are for notices about school and schedules. They are also used as visuals for curriculum and to display children’s artwork.

**C: Calendar-** for the whole year is in your handbook. You can put the dates down on your personal calendar and book the babysitter now for Parent Ed meetings! We love having moms and dads... and grandmas and uncles and friends....consider it a gift to your child.

**C: Carpools-** are not required but set up by parents for their convenience. Usually, a carpool is a cooperative way of sharing the ride to school and a very nice social contact for the children.

**C: Cleaning-** Please clean your station after each use for the next class. Weekly cleaning is done by turn once a year for each child enrolled. The schedule and directions are available from the Cleaning Coordinator.

**C: Circle time-** is our gathering time where we take attendance, greet each other and sing songs. Please be there on time and encourage the children around you to sit and participate. Pre-Ks and 3-4s are expected to sit on the rug with us. However, if they are having a difficult time participating they can choose to sit at the back table and watch us during circle time with the option of joining us when they are ready to be part of the group. Pre-3s are encouraged to join the circle, but can quietly play and observe if they want/need to.

**C: Committees-** Each person has a committee job, which is the way to contribute to the functioning and vitality of the preschool. Ask the vice chair if you don’t know what to do for yours.

**C: Community-** The preschool is a community of parents with differences and similarities. We respect those differences and rejoice in the opportunity to understand and appreciate them. We enjoy the opportunity to make new friends both young children and adults.

**C: Contact groups-** are arranged, often by the parents, to give our children just a little extra attention. Contact parents are expected to help the children in their group at transition times (going outside, washroom trips, comfort) although all parents are expected to help all the children.

**C: Clothing-** Yes, you should wear clothes to preschool. Attempt to dress yourself and your child for the weather. If it is cold, send hats and button or zip coats. Send boots for the wet because **we go outside in all weather**, except storms. Dress for play by wearing washable clothes and clothes which children will not be afraid of getting dirty. If you pick your child up from school and they are dirty...that’s a good thing. It means she/he had lots of fun playing and learning. Give your child as many choices as you can about which items he/she can wear.It’s a good idea to send an **extra change of clothes** in their bag/backpack –just in case. The waves in the water table sometimes get a little big. You know how that is.

**C: Cubbies-** are the place the children can put their coats (yours too), backpacks, lunches (Pre-K) etc. The older classes have their names on theirs and use the same one each time. Younger classes (Pre3 and Toddler) can use any cubby. Please don’t leave anything in the cubbies since they are shared.

**D: Diaper changing-** There is a changing table in the Active Room with plastic bags that may be used to take diapers home and there are diaper wipes. To change any child other than your own, you need to take another parent with you (policy).

**D: Discipline-** You will find it helpful to read the section on discipline in the handbook. We use positive discipline and the parent closest to the situation usually attends to each need. Each child involved is given **respect** and the chance to explain the problem as they see it. If they can reach a solution together, good. If not, the parent reminds children of the rule and makes a suggestion. (Do you want to **share** the \_\_\_\_ or take **turns**?) Please feel free to ask your teacher any questions re: “What should I say/do in this situation?” We’d be happy to brainstorm ideas/offer suggestions/share what others have tried. Our classroom is our “lab” where we can “experiment” with different techniques. We will have lots of opportunities to practice our discipline techniques!

**D: Discussion/Parent Ed-** we have the opportunity to learn from each other and discuss many issues and theories in parenting and family life. The syllabus you will be given for each class lists our topics and your responsibilities. We have a discussion rotation (check your class schedule on the wall) and each parent will be in discussion about once every two weeks. The first ten minutes will be “open discussion” to discuss what’s been going on at your house/with your child/family. We’ll find out what your questions are etc. and get ideas from each other to help solve your “dilemma”. The next 20 minutes will be used to discuss the topic from the syllabus.

**F: First aid and CPR-** The teachers and all substitutes are certified in first aid and CPR. The preschool board is also CPR certified. Follow the safety rules. Call 911 if there is a serious situation. The first aid box is located in the top left drawer in the kitchen area and another on top of the refrigerator in the active room. If you need to administer first aid, put on the plastic gloves and write an accident report in duplicate (one for the file and one to send home). See your teacher.

**G: Group Time (3/4s and Pre-K only)** - is an opportunity for children to be in a group with a small number of preschool friends at a table and join a parent for an activity. The children really enjoy this time! The goals are to have fun, be social, build new skills and sometimes make something to take home. The children are divided into color groups and always go to the same table and the parents rotate each week. Parents are responsible for coming to class prepared with their small group activity. You can get ideas for small group from the Small Group Idea Boxes located in the classroom. Please feel free to add your successful ideas to these boxes as the year goes on. If you are really stuck for an idea you can ask your parent coordinator or teacher!

**H: Hand washing-** keeps illnesses to a minimum. Please wash your hands with hand sanitizer or a wipe when entering our classroom each day. Please wash hands with soap at bathroom breaks. We “wash” (wipe) our hands before and after we eat and after changing diapers. Yes, lots of hand wiping goes on. This is very important for the health and safety of our children and parents.

**L: Leaving your child at preschool-** can be exciting and fun for some, but very difficult for others. We are all here to support each other during this time of separation anxiety (for child and parents!). I will talk about this issue at orientation, but please feel free to ask me questions and let me know when you are planning to leave your child for the “first” time or just want help when you leave at the beginning of preschool. Your Contact Parent is also there to help you with the leaving transition. Just be reassured that it will all work out OK! Some children just take longer to get used to the idea of Mom/Dad not being at school. We can adjust and modify to your child’s needs.

**N: Names and numbers-** are private. Please respect the fact that we know each other’s number and don’t give them out except to each other for preschool business. However, you can advertise your personal business in our Panda Post.

**M: Mailboxes-** are assigned to each parent in each class. You may use them for school business but not for personal advertising (like garage sales, Candle Parties or Avon etc. – but you can use the Panda Post!) Please don’t pass out any invitations at school unless everyone is invited. (You may want to think twice about inviting the whole class. A suggestion is – have the number of children you invite match the age of your child...i.e.: 4<sup>th</sup> b-day=4 friends...)

**M: Maternity Leave** – is **six** weeks. Your preschool child can still come to school (without you) and the sub list will fill your empty spot. Let us know how we can support you.

**M: Medications-** are not administered or kept at preschool except for emergencies. If your child needs one please give it before class.

**O: Outdoor time** - see clothes. We go out in almost any weather. Be in your station and watch the children at all times. Play with them and keep them safe and having fun. Children may dig in the small slide area only. No playing south of the ramp of the Active Room, the far grass or the soccer field.

**P: Panda Post-** is our school newspaper. It will contain articles from teachers and coordinators, letters from the Board, board meeting summaries and lots of useful information relating to parenting and children. You are invited to add to it and even advertise for free!

**P: Parking-** Come in the center driveway on the south side, go left and park as close to the portables as you can. Drive out the western most drive way. Please never double park or leave a child/baby in your car. (It’s against the law.) If you have a sleeping infant that you don’t want to disturb, have another Mom/Dad (contact person?) escort your child in. Hold hands whenever possible.

**P: Playdates, birthdays etc**- are fun, but please arrange them where children who are not invited will not hear about it. Most parents wisely do not have a preschool party for the whole class.

**P: Pre-K jobs**- teach responsibility and are fun for the older children.

**P: Problems/grievances**- In every community there are bound to be differences that can lead to problems or misunderstandings. Please settle them right away by discussing with and listening to the other person directly involved. If you need help with a problem ask your coordinator and/or teacher to help or set up a conference. It is wise not to discuss it with other members to get your side heard. It only causes problems. Go bravely to the other person involved. This is what our children are learning too.

**R: Reading and other academics**- our **play is learning**. Our children do need academics like exposure to books, letters and numbers, interesting facts, problem solving, real numbers, name recognition, and many things like that. All of these are built into the curriculum. In addition, left-to-right, talking to and working as a group, listening to teachers (even when bored), being attentive, and learning to nurture curiosity; are all academic.

**R: Respect for toys, people and ourselves**- are a main focus at preschool. Sandburg Elementary School is our host, home and friend. Please remember that we are guests of this school and the Lake Washington School District. We use two portables and the gym or library for our activities. We try to contribute to this community by supporting their activities and respecting their schedules and environment.

**S: Sick children (parents too)** - If you are ill or if you have had a fever within 24 hours of preschool please stay at home and rest. Send a substitute. See Health and Safety page.

**S: Sharing (PreK only)** – (AKA: Show and Tell) children love to show their things. During sharing children learn to speak before a group, learn what makes a question, how to raise hands and choose others. Children get to share once a week on their parent's work day. The child's sharing object will start with the letter of the week. Teacher Caroline will give more details about sharing.

**S: Snow days**- If Lake Washington School District or Northshore School District cancels school, we do not have school that day. If you do not feel you can drive safely, call us and stay home no matter what the schools are doing. Safety first!

**S: Snacks** - are provided by parents on a rotating schedule. Please make snacks nutritious, safe (nothing that is a choking hazard or related to peanuts), and an activity (cut, spread, peel, stir together in measured quantities etc). See if you can make it go along with our theme for the month/season/holiday. See Handbook for snack suggestions.

**S: Stations**- are the areas of preschool that are supervised by different parents on a rotating schedule. There are "Station Directions" at each station and in this handbook. Feel free to ask for clarification or help. Your job is to keep your station safe, fun and a learning opportunity by adding language, learning, and help but not taking over and doing things the children can do for themselves. Remember: children need to help pick up what they were playing with before they leave your station. Please don't do it for them.

**S: Safety (Fire drills, earthquakes drills)**- In the event of a **fire drill or real fire**, we leave the classroom walking in a line quietly to the soccer-field side of the large climber area. We do not stop for coats or anything else. [This is why we keep our shoes on in class.] The last person out checks that no child is left behind, closes windows, turns off the lights and shuts door. The teacher in charge takes the clipboard by the door, checks that all children are there and sends a note to the lady beside the white fire hydrant near the east driveway. We stand next to the wooden frame until the alarm stops and the teacher directs you to return. In **earthquake drills**, we stay calm and get under tables until told to get out. Then we listen to hear the intercom tell us if we can go out safely or should stay in our room. Parents not at school are expected to remain calm and know that we will keep children as safe as possible.

**S: Schedules**- for each class are posted in the classroom.

**S: Substitutes**- board members and former school teachers are the usual substitutes when a teacher is sick or at a conference. All substitutes must be certified in first aid and CPR and familiar with the children and schedule.

**T: Toys from home**- Please leave toys at home. We have lots! Exceptions: comfort items are welcome and toys or other things from home are allowed on the child's sharing day (PreK only). Another exception is anything that you think will add to our curriculum and you want to show at circle time (like science items or examples or what we are "studying").

**T: Talking**- The biggest talkers are usually the biggest people, the adults. Be aware of the example you are setting during circle time. Focus on the children when you are at preschool and please talk to them. Conversations with adults are fun and necessary, but please save them for another time. Also, it is really difficult for me to “talk over you” during circle time. We appreciate your help with this.

**T: Tuition**- Our budget depends on our tuition income. Please pay on time so we can pay our bills (rent, utilities, water, snack and curriculum supplies, teacher’s salary, guest speaker’s fees) on time. Thanks!

**V: Vacations**- If you have the opportunity to go on a vacation... go and enjoy! Please be sure that your work day at preschool is covered by another parent. You may trade days. The substitute list is for illnesses and serious emergencies. We cannot get along without all parents so we need someone to cover you. Thanks!

**V: Vacuums**- Vacuuming is done at the end of school on a rotating basis (check schedule on wall). Check the bag for fullness or adjust the level if you think it isn’t picking up. The plug is located on the floor in the middle of the classroom.

**V: Visiting school**- Grandparents are always welcome. I wish your other children could come but our insurance does not allow non-adult visitors except for at our family functions/parties or those visiting our preschool with intent to enroll.

**Z: ZIPPEE-YIPPEE**- We’re all done...for now!!!! Thanks for reading our crazy “ABC’s”!