TO EVERY PARENT

There are little eyes upon you
And they are watching night and day;
There are little ears that quickly take
In every word you say;
There are little hands all eager to do
Everything you do;
And a little child who's dreaming of
The day he'll be like you.

You're the little child's idol,
You're the wisest of the wise;
In his little mind about you,
No suspicions ever rise;
He believes in you devoutly.
Hold all you say and do;
He will say and do in your way when
He's grown up to be like you.

There's a wide-eyed little child who
Believes you're always right;
And his ears are always open and he
Watches day and night;
You are setting examples
Everyday in all you do,
For the little child who's waiting
To grow up to be like you.

Parent Development Program
Children's' Home Society of Washington

GENERAL INFORMATION

School Hours	8:45am-11:45am Monday – Thursday 12:30pm-3:30pm Monday - Thursday
Email	meadowdalepreschool@edmondswa.gov
Website	meadowdalepreschool.edmondswa.gov
Phone	425-745-5055
Director	Michele Parker
Location	6801 N Meadowdale Road, Edmonds

Program Information & Mailing Address
City of Edmonds Parks & Recreation
700 Main Street Edmonds, WA 98020

2019-2020 Calendar

September 9	First day
November (TBD)	Open House
November 11	No School Veteran's Day
November 27	No School (following ESD non-student day)
November 28	No School Thanksgiving Break
Dec 23 - Jan 2	No School Winter Break
January 6	School Resumes
January 20	No School MLK Jr Day
January 27	No School (following ESD non-student day)
February 17	No School President's Day
February 18	No School (following ESD non-student day)
April 6-9	No School Spring Break
May 25	No School Memorial Day
June (TBD)	Year End Concert
June 10	Last Day in classroom
June 11	Last Day Off-Site Picnic (location TBD)

Our goal is to create a fun, caring, secure and positive learning environment for your child. Each day will be one filled with patience and care for each child entrusted to us. It is our aim to assure quality and meaningful learning experiences through play, daily structure and creative activities.

YEARLONG CONCEPTS
Life Skills, Readiness Skills, Self-Esteem/Emotions, Social Skills, Diversity, Alphabet, Manners, Colors, Shapes, Numbers/Calendar

OVERVIEW OF MONTHLY THEMES
SEPTEMBER Introduction to School Year, Self-care and care of others, Colors/Shapes, Rhymes
OCTOBER Emotions, Manners, Fall/Harvest,Family
NOVEMBER Nutrition, Thanksgiving
DECEMBER Seasons, December celebrations
JANUARY Personal & Fire Safety, Community Helpers
FEBRUARY Dental Health, Friendship, 5-Senses
MARCH Weather, Transportation
APRIL Spring, Insects, Farms
MAY Water Life
JUNE Summer Safety, End of School Fun

POLICIES

School Calendar

Our school follows the Edmonds School District calendar for holidays and breaks. You can find their schedule at www.edmonds.wednet.edu. For school closures, such as snow days, we follow the Edmonds School District's closure/delay plan. Watch the TV or tune into the radio on inclement weather days. **We will not have preschool if the Edmonds schools are closed or have a 2-hour late arrival.**

Tuition

Tuition is due the 1st of each month (exception: September is due August 16). A signed Tuition Agreement Form must be turned in prior to a child's first day in class. Payment options:

- Sign-up for automatic payment with your debit/credit card. Your card will charged automatically on the first business day of the month and a receipt will be emailed.
- Call the Recreation Office at 425-771-0230 and pay with American Express, Discover, MasterCard or Visa.
- Mail your check to City of Edmonds, 700 Main Street, Edmonds, WA 98020, or stop by and pay by cash, check, or credit card.
- Teachers cannot accept tuition payments.

Late Payments

If your payment is not received by the 15th of the month your account will be considered delinquent. Your account will be assessed a $20 late fee on the 16th of the month.

Dropping the class
Meadowdale Preschool is a year-long program that runs September to June. Please understand that by enrolling your child, we plan for your child to attend school for the full academic year. If your child will not be able to complete the full year, you must provide thirty (30) days written notice prior to withdrawal and one (1) month's payment upon your child's actual withdrawal. A withdrawal after April 1 will require the May tuition payment.

Materials/Field Trip Fee
A $40 materials/field trip fee is due to Michele Parker, Preschool Director, by the end of the first week of school. This fee covers the cost of all special classroom guests, field trips, food for Kids Café, and other classroom events/celebrations.

Age Requirements
We require that children be 4 years old by August 31st of the current year to enroll in our program. All children must be toilet trained upon starting school and sufficient in self-hygiene. Please teach your children to wash their hands after using the bathroom. We emphasize hand washing at school.

Immunizations
All enrolled students must have an up-to-date Certificate of Immunization (CIS), or have an authorized religious or medical exemption on file. Children will not be able to attend class on the first day of school if their certificates are missing or records on files show missing immunizations.

Health

Children who come to preschool should be well enough to participate in all activities including outside play. Your child will be sent home if he/she appears to have symptoms of illness during the school session. In such cases a parent or guardian will be contacted. Keep the teacher informed of current phone numbers. In the case of an emergency we need to be able to contact someone quickly. Please use common sense when deciding whether your child is well enough to attend school. Keep your child home if he/she has had a fever or diarrhea or is vomiting in the previous 24-48 hours Please do not send them to preschool if they do not feel well.

City staff are not permitted to safeguard or administer prescription or non- prescription medication to children, including Tylenol, cough medicine, EpiPens, allergy medicine, sunscreen, etc. If your child takes medication regularly or for a temporary condition, any medication will be brought in the original container and be clearly labeled with the child's name, description of medication, physician and dosage. Your child must be in possession of their own medication and/or sunscreen and must be able to administer it themselves. For medical emergencies, City staff will call 911 and provide emergency first aid under the direction of the 911 emergency medical communications operator.

Emergency Kits
In order to ensure the safety and comfort of each child during a natural disaster, an emergency kit is needed for each student. Preschool is prepared with the basic emergency items, but we ask each child has their own personal self-made kit. These kits will be kept in the classroom for the entire academic year, but set aside for emergency use only. After the academic school year ends, these kits will be returned to the student. A separate note listing your Emergency Kit items will be sent home at the beginning of the school year.

Absences
Please contact the preschool if your child will be absent due to illness or vacation.

Procedures of Daily Arrival
Class will begin promptly with a brief formal opening. Parents/Guardians/Car-Pool drivers MUST walk children to the classroom every day, all year. Please wait with your children until the teacher opens the room. We ask for your cooperation in bringing your child to school on time, as late arrivals are a disruption to the class. Please have your child use the bathroom and wash their hands before coming to school.

Daily Dismissal
You will sign your child out daily on a “daily Pick-up form”. The children will only be released to the parent or authorized adult. If another adult is picking up your child, please be sure to tell the teacher, and write an authorization note. Please pick up your child promptly at the end of class - class is finished daily at 11:45am (AM session) or 3:30pm (PM session).

Parking Lot Rules
We will not allow your child to run into the parking lot to greet you or walk to the car unattended. To ensure safety, please hold your child's hand when walking through our parking lot. DRIVE SLOWLY IN THE PARKING LOT for your child's safety and the safety of others. Please pull into designated parking spaces only.

Late Fee
Children staying late will be supervised, however, a late fee will be charged for those who are chronically late, (which is defined by being late more than twice in one school year). The late fee is $5 for the first 10-minutes and $1 per minute for each minute until the child is signed out. The Recreation Office will charge your account the late fee. You are required to pay it before sign-in the following day. Please call the Recreation Office at 425-771-0230 to make payment. Parents are responsible for late charges even if your daycare provider or other authorized adult is late.

Child Abuse and Neglect
While we hope never to be faced with these situations, it is important that our policy be stated. We are required by law to report to Child Protective Services any suspicious circumstances have to do with a child's physical, psychological, emotional health or well-being. We are not required to contact you first, but we are bound by confidentiality if we do make this report.

Toys from Home
We ask that your child leave their toys at home. Even if the toy is kept in their book bag, the toy always seems to find its way out and becomes a distraction to other children.

Special Services
We work with the Edmonds School District/Special Services. This resource is available for our preschool, you and your child. While Special Service teachers visit weekly, they will only be working with those children who are receiving services through the public school district. If you have concerns about your child developmentally, we can connect you with these teachers for an assessment.

Birthdays
Birthdays will be celebrated on the closest school date to your child's birthday. Summer birthdays are celebrated in June. You are welcome to bring in a special snack on the day of their celebration. We strongly encourage providing store bought treats (i.e. popsicles, pudding, Jell-O, mini cupcakes, donut holes, or mini donuts, cookies, etc). Please don't send cakes or regular size cupcakes being as they are very messy for little hands and faces. In addition, the teachers ask that there be no invitations or gifts brought to your child's class. If your family does not celebrate birthdays due to religious or cultural beliefs please let the teacher know.

Book Bags (Tote Bags)
Tote bags will be provided for your child. Please help your child be responsible for their bag and make sure it's brought to school each day. We would appreciate avoiding the use of backpacks. Backpacks, animal type packs, etc. are cute, but inappropriate for our papers, and in most cases, difficult for young children to manipulate.

Clothing
The best clothes for preschoolers are comfortable play clothes that encourage self-help, and do not discourage their participation in some of the messier activities, such as painting and gluing. We discourage clothing that children need assistance with, such as belts, overalls with buckles or with buttons at the shoulders. Children need sturdy shoes that stay on their feet. Please dress weather appropriate being as we do have outdoor play on dry days.

Show and Tell
Children love to share information about themselves and their favorite toys. A Show and Tell schedule will be sent home on a monthly basis. Children will participate in Show and Tell only on their scheduled day. Please assist your child in selecting something to show the class. Place the Show and Tell item in their book bag and only send **one item per child**. Toy guns or other toys that promote violence WILL NOT be shown. We appreciate your cooperation with this policy. Your child's Show and Tell day will also be their day to hold the flag for the flag salute, count children, help with the calendar and be teacher helper.

Field Trips
Field trips will be scheduled during regular class hours throughout the school year. Parents will be notified in advance as to the date, time, and location of the field trip. The following policies are in place:

- Parents (or parent assigned chaperones) are to drive their child to the field trip location.
- Parents/chaperones are to remain with their child and are responsible for their child's behavior while on the field trip.
- Teachers will meet families at the field trip location.

Rules and Discipline

Preschool follows four simple rules: Safety, Teamwork, Respect & Fun. Teachers will explain and review classroom rules regularly. All children are expected to follow these rules. When a child does not follow the rules or is harmful to others, discipline is required. There are several steps that are taken with a child in a behavior modification and discipline process.

Behavior Modification

- redirect child
- discuss desired behavior privately

Discipline Steps

- verbal warning
- “reset” time
- written warning or phone call home
- parent conference
- enrollment reconsideration

Snacks

Water will be served with snack. **Please do not send any other beverages.** Each child will be responsible for a certain number of snack days during the school year. Your child's snack days will also be their Show and Tell day. If you need to switch a snack day, please notify staff. There are no make-up snack days. There are 16 students in the class. Snack items should be healthy, low in sugar, and come prepackaged. Snacks must arrive in boxes and all fruits and vegetables whole (they will be prepared by the staff). This is in accordance with state health policies.

If possible, please bring one item per category (produce, protein, carbohydrate). Some sample snack items/combinations have been listed below to help you with snack choices:

Produce Apples, Applesauce, Banana Chips, Bananas, Carrots, Celery, Cherry Tomatoes, Cran-Raisins/Raisin, Dried Fruit, Grapes, Mandarin Oranges, Mild Salsa, Mixed Fruit Cups, Natural Fruit Leather, Peach/Pear Cups, Pineapple Chunks, Strawberries, Watermelon Chunks

Protein Beef Jerky, Cheese Cubes, Cheddar Cheese Slices, Cottage Cheese, Cream Cheese, Go-gurts, Guacamole, Ham Chunks, Hummus, Pepperoni, Pumpkin Seeds, Shelled Sunflower Seeds, Tofu, Turkey Slices, Yogurt

Carbohydrates Cheerios, Cheeze-its, Gold Fish Crackers, Graham Crackers, Mini Bagels, Popcorn, Pretzels, Rice Cakes, Ritz Crackers, Saltine Crackers, Tortilla Chips, Tortillas, Triscuit Crackers, Wheat Thins

DAILY SCHEDULE

4 day session - Monday, Tuesday, Wednesday, Thursday
8:45am-11:45am or 12:30pm-3:30pm

20 minutes	Opening (opening song, flag salute, calendar, attendance, show-n-tell)
40 minutes	Free-time/Clean-up time (choice of writing table, sensory table, puzzles, blocks, reading, manipulative toys, etc.)
25 minutes	Group Learning/Activity Time (theme related discussion, science, games, dance, etc.)
20 minutes	Snack or Kids Café (student cooking project)
30 minutes	Gross Motor (indoor or outdoor play)
25 minutes	Project Time (teacher-directed project with the entire class participating)
20 minutes	Individual Reading/Dismissal

CLASSROOM RULES

I come into and leave the classroom with an adult.

I come into my classroom ready for school having just used the bathroom and with clean hands.

I finish one thing before beginning another. I use an inside voice in my classroom.

I share.

I always ask permission to go to the bathroom.

I stop and listen when my teacher gives the special signal.

I will bring one Show and Tell item in my book bag on my scheduled day.

I will walk inside the classroom to keep others and myself safe.

I will keep my hands to myself and tell other children to “stop” if they are doing something I don’t like.

When I Play with Play Dough or Clay
I Learn …

- ☐ to see the shape against the background of the table, a pre-reading skill
- ☐ concepts of shapes, sizes, length and height
- ☐ to see negative space when cookie cutter shapes are taken away
- ☐ to express feelings with squeezing and pounding
- ☐ to exercise my imagination and creativity
- ☐ that the quantity of something remains the same even when the shape changes

When I Sort Things
I Learn …

- ☐ to notice details, likeness, differences, and to form categories, essential reading and math skills
- ☐ concepts of color, size and shape
- ☐ numeral concepts of more and less
- ☐ logical reasoning

When I Paint
I Learn…

- ☐ to exercise my imagination and creativity
- ☐ how colors mix to make new colors
- ☐ concepts of shape, size and location
- ☐ hand-eye coordination
- ☐ an acceptable way to make a mess, and have fun sharing
- ☐ ideas with others who are near me

When I Participate in Circle Time
I Learn…

- ☐ to listen, sit still & understand spoken words
- ☐ that my ideas have value to the other children and the teacher
- ☐ to wait my turn when others are talking
- ☐ new vocabulary words
- ☐ to remember the words of songs and poems I have learned
- ☐ to put things in proper order (gaining sense of time)
- ☐ the names of others in the group
- ☐ to cooperate and be considerate of the needs of others
- ☐ to help plan what we will do and when we will need to do it

Please contact Preschool Director, Michele Parker at 425-745-5055 or meadowdalepreschool@edmondswa.gov for any questions or concerns.