

Edmonds Parks, Recreation & Human Services

Meadowdale Preschool

Program Handbook
2023-2024 Program Year



General Information

AM Class Hours: 8:30- 11am Monday - Thursday

PM Class Hours: 12:30pm- 3pm Monday - Thursday

Email: meadowdalepreschool@edmondswa.gov

Website:

**[https://www.edmondswa.gov/cms/One.aspx?
portalId=16495016&pageId=17282754](https://www.edmondswa.gov/cms/One.aspx?portalId=16495016&pageId=17282754)**

Phone: 425-745-5055

Director: Michele Parker

Location: 6801 N Meadowdale Road, Edmonds

Mailing Address: 700 Main Street, Edmonds, WA 98020



2023-2024 Key Dates

September 7	Parent Orientation
September 11	Meet the Teacher Night (AM Class)
September 12	Meet the Teacher Night (PM Class)
September 13	First day
Nov. 22-24	No School - Thanksgiving Break
Dec 18 – Jan 1	No School - Winter Break
January 2	School Resumes
January 15	No School - MLK Jr Day
February 19-20	No School - President's Day
April 1-5	No School - Spring Break
May 27	No School - Memorial Day
June 6	Last Day of School

****Dates are subject to change in the event of unforeseen circumstances.**



Program Goal

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
- S.T.E.M



Program Policies - Tuition

Tuition is due the 1st of each month (exception: September is due August 12)

A signed Tuition Agreement Form must be turned in prior to a child's first day in class. Notes about payment:

- Sign-up for automatic payment with your debit/credit card. Your card will be charged automatically on the first business day of the month and a receipt will be emailed.
- 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.

Program Policies - Late Pick-Up Fee



If a child is picked up late from preschool, they 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 this fee before your child can attend 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.

Five or more late pick-up infractions will present enrollment reconsideration.

Program Policies - Health



COVID-19 Requirements/Guidelines 2023-2024

Following are addendums for the 2023-2024 school year until further directive is received from the Mayor or Governor:

- If your child has had any of the following symptoms within the last 72 hours, that are not attributable to another condition, please keep your child at home.
 - Cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4 F or higher or a sense of having a fever
 - Sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/running nose – unrelated to season allergies
 - Unusual fatigue

Guidelines are subject to change based on guidance from local and state health authorities.

Program Policies - Health, cont.

There is no such thing as “it’s just a little cold” without it being contagious. Please do not send your child to preschool if they do not feel well. You need to keep your child home if he/she has had a fever or diarrhea or has vomited in the previous 24-48 hours. Your child will be sent home if he/she appears to have symptoms of illness during the school day. Please keep the teacher informed of current phone numbers. In the case of a health emergency, we need to be able to contact someone quickly.

Medication Policy

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.

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 Clinic printouts are sufficient.

Emergency Comfort Kits

To ensure the safety and comfort of each child during a natural disaster, an emergency comfort 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 school year ends, these kits will be returned to the student.

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 that 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.

Special Services

We work with the Edmonds School District/Special Services. If you, or the preschool teachers, have concerns about your child's development, we can connect you with these special services at the Edmonds School District for an assessment.

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.

Age Requirements

We require that children be 4 years old by August 31st of the enrollment year to enroll in our program. All children must be fully toilet trained upon starting school and sufficient in self-hygiene (this also means skills to change clothes and wiping/cleaning soiled area if needed). Please teach your children to wash their hands after using the bathroom. We emphasize hand washing at school.



Absences

Please contact the preschool if your child will be absent due to illness or vacation. Knowing how many students will be in attendance helps us set up for the day's activities.

Daily Arrival

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". Students will only be released to the parent or authorized adult. If another adult is picking up your child, please be sure to tell staff and write an authorization note. Please pick up your child promptly at the end of class - class is finished daily at 11:00am (AM session) or 3:00pm (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.

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 or a “onesie” of any kind. Children need sturdy shoes that stay on their feet. It has been our experience that rain boots are uncomfortable in the classroom and unsafe for climbing and running on the playground. Please dress weather appropriate as we do have outdoor play every opportunity possible.

Please avoid sending your child to preschool in costume or with play jewelry as it is distracting and often a safety issue. Also avoid tactile clothing like two directional sequin shirts. They’re fun to show your friends but can become problematic when the touching becomes unwanted.

Toileting

Although your child is fully toilet trained, accidents do happen. When an accident occurs, preschool staff will accompany your child to the bathroom and provide guidance. The stall doors will be closed and we will not touch your child. We will provide dry clothes and bag up the wet ones to go home. In the rare instance that there is a BM accident, we will call a parent or guardian to take the child home.

Birthdays

Birthdays that occur during the school year will be celebrated on the closest available school date to your child's birthday.

Summer birthdays will be celebrated on the child's half birthday. If your family does not celebrate birthdays due to religious or cultural beliefs, please let a staff member know.

You are welcome to bring in a special treat on the day of their celebration. Unfortunately, we are unable to accept homemade food. Please provide store-bought treats (e.g., popsicles, pudding, Jell-O, small cupcakes, donut holes, or mini donuts, cookies, etc). PLEASE DON'T SEND CAKES OR ADULT SIZE CUPCAKES as they are very messy for little hands and faces.

****Preschool staff will not pass out invitations, goody bags or gifts.**

Tote Bags

A tote bag 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. Your child will be learning to be self-sufficient by hanging up their own bag and putting their own papers, artwork, and projects in them.

Please avoid putting stuffed animals, toys or other items that will not be used at preschool in your child's tote bag. An overloaded bag makes it difficult/frustrating for your child to get things in and out of the bag.

Student of the Week

Students will be assigned a Student of the Week celebration during the year. During this special week, your child will receive fun privileges like being a line leader and selecting music/songs/games. They will be featured in several ways with a poster project, favorite book day, and a Show and Tell day.

For Show and Tell, please assist your child in selecting a meaningful object to show the class, about which they have stories to tell. This activity is an introduction to public speaking so the goal is to generate questions and conversation. Show and Tell items must fit in their tote bag and only send one item. Toy guns or other toys that promote violence WILL NOT be shown.



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.

Toys from Home

We ask that your child leave toys at home unless it is their Show and Tell day. Even if it's in their tote bag, toys often find their way out and become a distraction.

Photo Consent



Throughout the academic year your child's teachers will take photos of them participating in activities, learning new concepts, playing, and growing throughout the school year. These photos are used to show families how much your child has grown and learned over the year. We love sharing these photos with families during and at the end of the year. In order for photos to be taken, parents or guardians must agree to the photo consent attached to the liability waiver. Photos may also be used for Edmonds Parks & Recreation marketing materials. Identifying information will never be used in conjunction with photos.

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

Healthy snacks will be served daily along with water. A snack calendar will be posted on the preschool website

Snack calendar is subject to change based on availability of items



Monthly Themes

September:

- Introduction to School Year, Self-care and care of others, Colors/Shapes, Rhymes

October:

- Emotions, Manners, Fall/Harvest Family

November:

- Nutrition, Table Manners, Thanksgiving

December:

- Winter, December celebrations, Light

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 Review

To Every Parent/Guardian

**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.**

Daily Schedule



4 day session - Monday, Tuesday, Wednesday, Thursday
8:30am-11:00am or 12:30pm-3:00pm
(all times are approximate)

20 minutes Opening (opening song, flag salute, calendar, attendance)

30-40 minutes Free-time/Small group pull-out/Clean-up

25 minutes Group Learning/Activity Time (theme related discussion, S.T.E.M, games, dance, etc.)

15-20 minutes Snack or Kids Café (student cooking project)

20 minutes Gross Motor (indoor or outdoor play)

25 minutes Project Time (teacher-directed project with the entire class participating)

15-20 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 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 do not like.

When I.....

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

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 children come home at the end of the day,
The question they're asked as they scurry to play
is, "Tell me what you did today?"
And the answer they give makes you sigh with dismay.**

**"Nothing, I did nothing today!"
Perhaps nothing means that I played with blocks,
Or counted to ten or sorted some rocks.
Maybe I painted a picture of red and blue
Or heard a story of a mouse that flew.
Maybe I watched the gerbils eat today,
Or went outside on the swings to play.
Maybe today was the very first time
That my scissors followed a very straight line
Maybe I lead a song from beginning to end,
Or played with a special brand-new friend.**

**When you're in pre-school
And your heart has wings,
"Nothing" can mean so many things!!**

Author: Unknown



