**COTTAGE LAKE PRESBYTERIAN PRESCHOOL**

**PARENT HANDBOOK**

**2020-2021 SCHOOL YEAR**

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**CONTACT INFORMATION:**

**STAFF:**

**Colleen Boughton 4 Year Teacher**

**Karen Davis Pre-K Teacher**

**Diana Filoteo 3 Year Assistant Teacher**

**Pre-K Assistant Teacher**

**Amanda Whetstine 4 Year Assistant Teacher**

**Alicia Wetherbee 3 Year Teacher, Director, Bookkeeper** [Wetherbeealicia@gmail.com](mailto:Wetherbeealicia@gmail.com)

Please call/text your child’s teacher when he/she will be absent. This helps us in planning daily activities and is particularly important on field trip days. We also appreciate being kept up to date on any health issues that may come up.

**Cottage Lake Presbyterian Church:**

**Office phone: 425 788-1569**

**Office e-mail:** [**office@cottagelakepc.org**](mailto:office@cottagelakepc.org)

**Pastor J. Scott Anthony**

**MISSION/PURPOSE:**

Cottage Lake Presbyterian Preschool (CLPP) is a non-profit organization, operated by Cottage Lake Presbyterian Church as an outreach to our community, and open to children of all faiths. We seek to give the children that come to our school the best possible start in their lives and academic careers. Our approach to education is relational and Christian value-based. We want each child to know that they are a beloved child of God! Our core attitude to “Love One Another as Children of God” simply means to respect and treat each other with loving kindness. Christian values are modeled in an age-appropriate way for small children to understand and act out. We practice treating one another with kindness, patience, and understanding while we learn about the world we live in, explore social relationships, and build a strong foundation for future education.

**SCHOOL HOURS:**

3 Year Class 9:00 a.m. – 11:30 a.m. Tuesday, Thursday

4 Year Class 9:00 a.m. – 11:30 a.m. Monday, Wednesday, Friday

Pre-K Class 12:30 – 3:00 p.m. Monday, Tuesday, Wednesday, Thursday

School doors will be unlocked at class start time and relocked ten minutes after class starts or when all children have arrived, whichever comes first. This is for the safety and security of all.

Please pick up your child promptly or call if you will be late due to an emergency. Our staff has to transition from the morning class to the afternoon class in a very short period of time, so please help them out by picking up your child promptly.

We follow the Northshore School District calendar for all holidays and vacations. Snow days will be taken along with Northshore schools, with morning delays (ie. “one hour late,” etc.) or cancellation of Kindergarten resulting in no preschool that day.

We will follow the Christian calendar and observe Christmas and Easter.

**HEALTH AND SAFETY:**

Illness can spread quickly at any preschool. To protect your child and others, keep him/her at home if he/she shows any of these symptoms:

Cough Inflamed Eyes Nasal Discharge (caused by infection)

Sore Throat Earache Skin Rash

Fever Diarrhea Unusual Fatigue or Irritability

Vomiting

Please call the school or your child’s teacher if your child will be absent, especially on field trip days.

We will make every effort to keep our school neat, clean, and as sanitary as possible to minimize the spread of any illness. Please keep pacifiers, blankets, and toys (except for sharing) at home---this reduces the spread of germs and keeps your child’s special items from getting lost.

In the case of an accident, our staff is trained in first aid and CPR. If a child’s injury is more than a cut/scrape/bruise that requires cleaning and a band-aid, we will immediately call 911, parents, and/or emergency contact person.

Please provide an earthquake comfort pack for your child at the beginning of each school year. It will be returned at the end of the school year. We have a generous supply of emergency preparedness items at school (water, non-perishable food and drink items, wool blankets, flashlights, matches, candles, small emergency survival blankets, first aid kits). Suggested items to include in a large zip-lock bag could be: non-perishable drink (juice box/can, water bottle, etc.), favorite non-perishable snack such as fruit cup, granola bar, etc., one pair of mittens or socks to keep little hands warm, and a picture of someone special. It is very reassuring for a child to have their own kit that they have put together with you.

A simple drill for safety will be held toward the beginning of the school year so that children are aware of what we will do in an emergency situation.

Covid-19 Diagram

Do not come to school with these symptoms:

Fever (100 or over), cough, shortness of breath, diarrhea and/or vomiting

|  |  |  |
| --- | --- | --- |
| **If child/staff were exposed to Covid-19** | **Symptoms** | **Has Covid-19** |
| Can return when |  |  |
|  | Fever (100 or over), cough, shortness of breath, diarrhea and/or vomiting | Isolate for 2 weeks |
| No symptoms or fever **or** negative Covid-19 test |  |  |
|  | May return 72 hours after symptoms are gone (without the use of medicine that reduces fever) **or** a negative Covid-19 test | May return 72 hours after symptoms are gone (without the use of medicine that reduces fever) |

If CLPP gets a positive Covid-19 test in our facility we will shut our doors for a minimum of 14 days.

Copied from the King County Health Department website:

**Make sure that children or staff with suspected or confirmed1 COVID-19 stay home:**

* Students and staff with COVID-19 symptoms should stay home and away from others.
  + Examples of COVID-19 symptoms: cough, shortness of breath or difficulty breathing, fever (100.4° F or higher), chills, muscle pain, sore throat, new loss of taste or smell, or other signs of new illness that are not related to a preexisting condition (such as seasonal allergies).
* People who are sick should stay home and away from others until:
  + at least 10 days have passed since their symptoms first appeared  
    AND
  + they have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever)  
    AND
  + other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)

**GENERAL INFORMATION:**

**Class Lists:** Will be distributed to all families and updated as necessary. Please let the director know if you do NOT wish to have your name, child’s name and birth date, address, e-mail address, and phone number on this list.

**Drop Off/Pick Up:** Each teacher will explain the procedure for their individual classes.

**After School Play:** We love for you all to get to know each other, visit, and play! Please use the large open lawn on the church side of the street---the grass and tree area on the preschool side is too close to the Woodinville-Duvall Road and very dangerous. Our staff is not able to supervise outside before or after school.

**Late Pick-up:** Teachers have clean up duties, another class starting, and after-school time commitments of their own, so please help us by being on time to pick up your child. It can also be stressful for a child to be the last one picked up from preschool.

**Prayers/Grace:** Each class says/sings a short prayer or “Grace” before snack. We don’t formally teach Bible lessons, but rather, we indirectly teach basic Christian values through kindness, patience, and sharing in our interactions with your children.

**Clothing:** “Dressing For Success” at CLPP means wearing comfortable clothing that is easy to wash! We try to spend as much time outside as possible, and the children will get dirty! Our arts and crafts projects will involve markers, paint, glue, glitter, chalk, etc., and we will also do some age-appropriate cooking.

**Pumpkin Carving Night:** We will not be holding this event this year.

**Pancake Breakfast:** This will not be held this year.

**Conferences:** These will be held over zoom this year.

**Book Orders:** We order books from several book services for your convenience. This is an optional activity for which forms will be sent home as they become available. This is a great opportunity to get books at terrific prices.

**Bulletin Board:** Inside the front door, please take a look occasionally at our bulletin board. We will post all kinds of information for you, including car seat law info, vaccination forms, “When To Keep Your Child Home” from the health department, parenting articles, church programs, and community announcements.

**Calendars:** Class calendars will be sent home via buckets each month and posted on-line at www.cottagelakepc.org. Calendars include themes, snack assignments, sharing and cooking days, field trips and more. Extras are kept on the bulletin board. This will start once we are doing “in-person learning”.

**SNACK:**

Your monthly class calendar will show which child is to bring snacks to class each week. A special “bucket” will be sent home the last day of each week with the child who is bringing snack the NEXT week. Please bring back the bucket with drinks (small water bottles or juice boxes), napkins, and snack items for each child, teacher and assistant for EACH SCHOOL DAY during your snack week. We are asking snacks this year to be ALL prepackaged.

Some suggestions for snacks might include raisins, crackers, cheese, fruit, veggies, yogurt, muffins, and other ideas you might have. We are very open to new snack ideas, but we request that you try not to overdo on the sugar and remember that some foods may still be a choking hazard for small children.

To help us out, please send snacks that are ready to serve (unless you are asked to bring in a particular item to be used in a cooking project). This really helps out by saving teacher time in setting up snack, which may then allow her to participate in circle time.

If your child has any food allergies, please alert the teacher, assistant and director. Parents of children with allergies are asked to please send in a zip-lock bag with alternate snack foods for their child.

We will try to schedule your child to bring snack during the week of his/her birthday (or an alternate week if the birthday is in the summer). You are welcome to bring a birthday snack if your child wishes to celebrate. You are also welcome to join in the festivities at snack time and take pictures if you like.

**FIELD TRIPS:**

We will not be doing field trips this year.

**CLPPRESCHOOL “DISCIPLINE” POLICY:**

At CLPPreschool, we subscribe to the belief that children have an innate desire to please, be helpful, and cooperate. “Discipline problems” are almost nonexistent in our loving, supportive environment. In order to accomplish this, our basic “discipline” guidelines are as follows:

1. All children are entitled to a clear explanation and understanding of rules and expectations. This is generally accomplished in the first few weeks of school.
2. A gentle reminder is always given as to what the appropriate behavior is.
3. The child is re-directed to another area or activity if still not participating appropriately.
4. If disruption is caused to a group, the child is removed to another supervised area, but may return to the group whenever ready to participate appropriately. A “tender talk” may be had.
5. All children are treated as individuals, and their needs are met on an individual basis.
6. Extreme behavior situations rarely arise, but parents will be alerted whenever necessary.
7. CLPP staff will communicate and work in tandem with parents whenever possible for consistency in behavior expectations.

A primary goal of CLPPreschool is to prepare your child to interact socially and to make appropriate choices. Our “discipline policy” is geared toward lovingly encouraging each child to make good choices in the ways he/she interacts with his/her peers.

**REGISTRATION AND TUITION:**

**Annual Registration Fee $ 75.00**

**Annual Tuition---3 Year Class @ $225/month $1,845.00**

**Annual Tuition---4 Year Old Class @ $265/month $2,205.00**

**Annual Tuition---Pre-K Class @ $370.00/month $3,195.00**

A registration fee shall be required for each child in order to hold a place in his/her class.

Monthly tuition is based on a total cost for the approximately nine month school year, divided into nine equal payments. This payment plan has worked best for the preschool and parents by keeping the payments the same each month, whether a long or short month. Monthly statements will be sent to you via e-mail.

Tuition is due on the first of each month. You will receive an invoice each month by email. You can pay the invoice online via Quickbooks or put a check in the (unmarked) tuition box just inside the front door.

The first and last month’s payments are due the first week of school. We require the last month’s tuition in September to cover the start up costs incurred at the beginning of each school year. Should you need to make special arrangements, please contact the preschool bookkeeper.

Please keep in mind that we are a non-profit preschool, and our comparatively low tuition is based only on the costs of salaries, supplies, and our small overhead (building utilities) paid to Cottage Lake Presbyterian Church.