

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

2020-2021 Calendar (Key Dates)

September 14	First day
November (TBD)	Open House
November 11	No School Veteran’s Day
Nov. 25-26	No School Thanksgiving Break
Dec 21 - Jan 1	No School Winter Break
January 4	School Resumes
January 18	No School MLK Jr Day
February 15	No School President’s Day
February 16	No School (following ESD non-student day)
April 5-9	No School Spring Break
May 31	No School Memorial Day
June (TBD)	Year End Concert
June 9	Last Day in classroom
June 10	Last Day Off-Site Picnic (location TBD)

Due to current events and following the ESD calendar for non-school days, there may be changes.

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



COVID-19 Requirements/Guidelines 2020-2021

Following are addendums for the 2020-2021 school year until further directive is received from the Mayor or Governor:

- * masks are to be worn by staff and participants (please have extra mask in tote bag in case one becomes soiled)
- * one parent/guardian in foyer at time to drop-off/pick-up child
- * Daily questions (per SHD) before child enters program for the day:
 - “Has your child had any of the following symptoms within the last 72 hours that are not attributable to another condition?”
 - * a cough
 - * shortness of breath or difficulty breathing
 - * a fever of 100.4 F or higher or a sense of having a fever
 - * a sore throat
 - * chills
 - * new loss of taste or smell
 - * muscle or body aches
 - * nausea/vomiting/diarrhea
 - * congestion/running nose – not related to season allergies
 - * unusual fatigue
- Has your child been in close contact with anyone with suspected or confirmed COVID-19?
- Has your child had any medication to reduce a fever before coming to care?



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 be 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, Potential 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.



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.

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.

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 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 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. 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.

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.



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, small cupcakes, donut holes, or mini donuts, cookies, etc). **Please don't send cakes or adult 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.

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.

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.

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 and low in sugar, and must arrive prepackaged. Please send all fruits and vegetables whole (if not prepackaged) and 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

(all times are approximate)

- 20 minutes Opening (opening song, flag salute, calendar, attendance, show-n-tell)

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

- 25 minutes Group Learning/Activity Time (theme related discussion, science, games, dance, etc.)

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

20-25 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 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