

# Family Handbook

2024-2025



JOHN KNOX CHURCH

**COMMUNITY**

preschool

109 SW Normandy Road, Seattle, WA 98166

206-241-0505

[www.JKPreschool.com](http://www.JKPreschool.com)

# Table of Contents

|   |    |
|---|----|
| <u>Welcome Letter from Pastor</u>           | 3  |
| <u>Mission and Vision Statements</u>        | 4  |
| <u>Contact Information</u>                  | 4  |
| <u>Staff</u>                                | 5  |
| <u>Enrollment Policy</u>                    | 6  |
| <u>Other Programs</u>                       | 7  |
| <u>Financial Policies</u>                   | 8  |
| <u>Procedures</u>                           | 10 |
| <u>Discipline Strategy</u>                  | 13 |
| <u>Safety</u>                               | 15 |
| <u>Emergency Policy &amp; Communication</u> | 17 |
| <u>General Health Policies</u>              | 18 |
| <u>Immunization Information</u>             | 21 |
| <u>Snack Ideas</u>                          | 22 |
| <u>Tuition and Fees</u>                     | 23 |
| <u>Calendar of Events</u>                   | 24 |

# John Knox Community Preschool Message from the Senior Pastor

August 2024

Dear Friends and Parents,



Welcome to John Knox Community Preschool! For more than 20 years we have served this community as a reliable partner in the early education of children through the preschool – and that is due to an excellent team of preschool teachers, staff, and volunteers, as well as the generous contributions of families like yours. We are grateful to be in partnership with you in the coming year and beyond.

Our community preschool is one of many programs offered here at Knox that seeks to shape generations to live lives that reveal God’s grace. These programs are made possible by the generous support, vision, and partnership of hundreds of friends and neighbors who call Knox their spiritual home. I invite you to make this your home as well, and invite you to join us at an upcoming worship service (Sundays at 9:45AM), or for any number of programs and activities offered throughout the week (visit [www.johnknox.church](http://www.johnknox.church) to see the latest).

Looking forward to meeting you and your family in the coming months. In the meantime, if I can be of assistance to you or your family or you would like more information about the ministries offered at Knox, please do not hesitate to reach out ([jimmy@jkpcusa.org](mailto:jimmy@jkpcusa.org)).

Grace and peace to you – and welcome home!

Sincerely,

Jimmy McPherson  
Senior Pastor

## Mission Statement

To provide a welcoming, caring, and creative environment in which young children can grow emotionally, socially, intellectually, physically and spiritually.

## Vision Statement

To leave an eternal imprint of God's love on children's lives so they may . . . love God, love others, and love themselves.

Welcome to preschool! Whether you are a returning family or new to our school we hope you are as excited as we are for the new year and all that God has in it for us.

We strive to create a safe environment where your child can experience God's love and begin to understand that they are precious to God, as are those around us. We intentionally provide developmentally appropriate experiences to encourage your child's spiritual, social-emotional, intellectual, and physical development, in a safe, engaging way.

This family handbook is designed to help us cooperatively navigate your child's preschool experience. In it you will find information about the school as well as policies and procedures. If you have any questions please contact us by phone or e-mail.

On behalf of the entire staff, thank you for choosing John Knox Community Preschool! It a great honor and privilege to be a part of your family in these formative years.

## Contact Information

Mailing Address: 109 SW Normandy Road, Normandy Park, WA 98166

Phone: 206-241-0505 x320 Kristine Jung, Director  
x300 Charlene Crawford, Administrative Assistant

Fax: 206-838-1805

E-mail: [Kristine@jkpcusa.org](mailto:Kristine@jkpcusa.org)

[Charlene@jkpcusa.org](mailto:Charlene@jkpcusa.org)

Web site: [www.JKPreschool.com](http://www.JKPreschool.com)

# Preschool Staff

## Staffing

Our Teachers and Teacher Assistants are here to educate and care for your child in a loving and nurturing environment and are qualified through training and experience. All teachers continue their education throughout the year by attending staff meetings, educational workshops, evaluations, and training sessions. All staff are subject to a nation-wide background check. All staff have completed a certified CPR class and have training in the basics of first-aid.

## The Preschool Ministry Team

Under the Lordship of Jesus Christ, the preschool director reports to the John Knox Presbyterian Church Pastor (as head of staff) and **Session**. As the governing body of the church, Session consists of elected church members (called active elders) who are leaders and stewards of the church resources. The Preschool **Ministry Team** is responsible for oversight of the program and is comprised of the Preschool Director, an active elder on Session, members of John Knox Presbyterian Church, community representatives, and preschool parent representatives.

John Knox Community Preschool is a 501c3 non-profit under the direction and guidance of John Knox Presbyterian Church. The preschool is an extension of the church's call to minister to the local neighborhood.

| Class                        | Teacher             | Teacher Assistant |
|------------------------------|---------------------|-------------------|
| Wee Waddlers                 | Kristine Jung       | Shelby Munnoch    |
| Twos, Busy Bees              | Segenet Bahta       | Julie Russell     |
| Twos, Doodle Bugs            | Segenet Bahta       | Julie Russell     |
| Twos, Playful Pandas         | Shelby Munnoch      | MaoMao Xiong      |
| Threes, Dazzling Diamonds    | Laurie Martin       | April Clevenger   |
| Threes, Shining Stars        | Laurie Martin       | April Clevenger   |
| Threes, Precious Gems        | Lindsay LaRowe      | Julie Trisolini   |
| Threes, Radiant Rubies       | Yolanda Gomez       | Jessica Hertrampf |
| Pre-K Fours, Joyful Kids     | Tiffany Taylor      | Kathryn Flajole   |
| Pre-K Fours, Sonshine Kids   | Kim Malmquist       | Katie Horton      |
| Pre-K Fours, Triumphant Kids | Stephanie Balladone | Violet Zhang      |
| Standard Enrichment          | Laurie Martin       | Kim Malmquist     |
| Spanish Enrichment           | Yolanda Gomez       | Roy Croasdaile    |
| Director                     | Kristine Jung       |                   |
| Administrative Assistant     | Charlene Crawford   |                   |

# Enrollment Policy

Children must be 30 months or older to participate in any program other than Wee Waddlers. Registration is an annual event. Attendance one year does not guarantee placement the following year.

## Program Schedule

|                 |                                  |
|-----------------|----------------------------------|
| Wee Waddler     | 9:30-11:00 (Fridays)             |
| Two-year-olds   | 9:30-11:30 (M/W or T/Th or M-Th) |
| Three-year-olds | 9:15-11:45 (M/W/F or T/Th)       |
| Pre-K           | 9:00-12:00 (M-Th or M-F)         |

## Classroom Ratios

|                 |     |                              |
|-----------------|-----|------------------------------|
| Wee Waddler     | 1:1 | Caregiver attends with child |
| Two-year-olds   | 1:5 |                              |
| Three-year-olds | 1:7 |                              |
| Pre-K Classes   | 1:8 |                              |

Washington State Law requires a 1:10 ratio for all preschool programs with children 30 months to 6 years (who are not attending kindergarten).

Children will remain with their teachers until pick-up. If parent/guardian is late, children will be brought to the office. Classes will only be combined for rare circumstances—such as a staffing shortage.

## Admittance and Non Discrimination Policy

John Knox Community Preschool admits students of any race, color, religion national or ethnic origin to all the rights, privileges, programs and activities available to students at the school. JKCP does not discriminate based on race, color, religion or national origin in any of the educational policies, admission policies or other school-administered programs.

# Other Programs

## Chapel

Our Three-year-old and Pre-K students will participate in chapel, usually twice monthly. Biblically-based stories, songs and skits will be presented by the preschool director, John Knox Pastor, and Children's Ministry staff.

## Lunch Bunch Program

### Monday—Thursday, Pick up at 1:30 PM

Staying for lunch with a teacher and friends offers your child the experience of social time and inside/outside play. A sign-up sheet is posted by the classroom door. **Each child must bring their own lunch and beverage. Do not send peanut butter or any food items containing tree nuts, ie: granola, trail mix, etc. as children with allergies may be present.**

Pre-paid cards are purchased from the preschool office (\$75 for five punches) via cash or check. The card is kept on file and dated when your child stays for Lunch Bunch. When a card is used up, it will be sent home in your child's lunch box with a reminder note.

**Please notify the office if you include a Lunch Bunch card purchase with your tuition payment.**

## Enrichment

### M/W or T/Th Noon—3:00 PM for Pre-K Students

Spring boarding from a child's natural curiosity, **Enrichment** students are provided opportunities to initiate, explore, investigate and create - leading to an expanded understanding of our fascinating world. Some of the ways they may achieve this is through hands-on and investigative science, art exploration, creative movement, music and rhythms, and conceptual math.

Our **Spanish Enrichment** program will introduce children to the Spanish language through an immersive, engaging afternoon of songs, games and learning about culture. Teachers will initially speak a mixture of English and Spanish with the children to help them settle into learning all about Spanish. Gradually the teachers will move to more Spanish as the year progresses and confidence increases.

As Enrichment is a stand-alone program, if you are bringing your child for this afternoon session, please arrive by noon so your child may participate in lunch. Lunch is provided by the families and should not include any items with nuts.

# Financial Policies

John Knox Community Preschool is a ministry of John Knox Presbyterian Church, a 501c3 non-profit organization. All tuition and collected fees are used by the preschool to provide for staff compensation, training, equipment, materials, supplies, facility, and cleaning fees.

## Tuition and Fees:

- Registration fee
- Supply fee
- Monthly tuition is due on the first of each month. A \$20 late fee is automatically assessed on the 2nd of the month. Please note January 1st is always a holiday, during a school break. Plan ahead in December to avoid the late fee. A full month tuition is due in September. No tuition is due in June. Annual tuition is broken into nine equal payments.

## Payments:

- Payments may be made online through the emailed invoice link (convenience fee applies), by personal check, money order, or bill pay through your bank.
- Online payments with a credit card must be initiated on or before the 1st of the month.
- Checks must be received in the office on or before the 1st of the month regardless of weekends, holidays or school breaks. Make checks payable to John Knox Community Preschool or JKCP. Include child's first and last name on the check memo line.
- Payments may be made monthly or for the entire school year.
- Classroom teachers do not accept payments.

## Additional Fees:

- The **convenience fee** for all CARD payments must be included in your payment. The convenience fee is 3.7% of the total + \$.30 per transaction.
- To avoid **late fees** and the convenience fee, post-dated checks may be filed in the office to be posted on the 1st of each month.
- A \$30 fee will be charged on all **NSF checks** and a \$20 fee for **declined** on-line



## Financial Policies (continued)

payments. If a second NSF or decline is received in a school year, other payment options must be arranged.

It is the responsibility of the family to contact the director to make payment arrangements if tuition will not be paid by the 1st of the month. Should a tuition account become 45 days delinquent, the student may be withdrawn, their spot filled and the delinquent amount sent to collection.

**Second Child:** Families with more than one child enrolled in the preschool will receive a 10% discount on the younger child's base tuition. *There is no discount on the registration fee, enrollment in multiple classes, supply fee, Lunch Bunch or Enrichment.*

**Tuition Assistance:** Please contact the office to request an application for tuition assistance. Applications are reviewed monthly by our ministry team, who makes the reward determination. Tuition assistance is not provided for enrollment in multiple classes, nor Enrichment.

**Absences:** No tuition allowances are made for absences.

**Withdrawal:** A two-week written notice of intent to withdraw is required prior to the child's last day at the preschool. If immediate withdrawal is necessary, please contact the director. Tuition reimbursement is not given for withdrawal mid-month. It is our desire to serve your family well. Our policies are designed to ensure all children receive uninterrupted early learning, and we are willing to work with families when financial circumstances change.

**Volunteer Hours:** In an effort to meet the on-going needs of our school community, we require each family to provide 5 volunteer hours to school needs. Volunteering examples include setting up the gym, setting up traffic cones, prepping materials for the Gala. Your volunteer time will be tracked through the a self-reporting online system. You will be reminded of these needs throughout the year.

# Procedures

## Absences

We plan our program with the assumption that every child will attend every scheduled class. If your child is **unable to attend preschool, please notify the preschool office** online through our “[Absences](#)” [notification form](#).



## Birthdays

Children are invited to celebrate their birthdays at school by bringing a nut-free treat! Please arrange the date to bring treats with your child’s teacher. Treats should be ready for individual distribution (no sheet cakes). Please do not distribute birthday invitations at school unless the entire class is invited.

## Classroom Snacks

Preschool families provide classroom snacks on a rotating basis. The snack schedule is listed on your child’s monthly calendar and a [list of suggested snacks](#) is included in this handbook. On your assigned week, bring a nutritious nut-free snack for the entire class. If, your child is sick during your assigned time, please call the office before 9:00AM so we can make alternate preparations. ***Be certain all your child’s allergies are listed on the Student Emergency Form, discussed with the teacher, and update the office if information changes during the year. Enrichment snacks are provided by the school.***

## Closure Policy

JKCP may need to close under certain situations:

- Health & Wellness—We follow King County Department of Health guidelines regarding communicable illnesses which may require classroom or school closure on occasion. You will be notified via email as quickly as possible regarding such closures.
- Staffing needs—We strive to maintain operational classes and in the event of a staffing shortage, after all possible options are explored, may need to close a class.
- Weather related issues—snow, floods, power outages, etc. may require closure to ensure safety for students and staff.

JKCP reserves the right to close the school or a class for up to three days without a reduction in tuition.

# Procedures (continued)

## Clothing

Children should arrive at school dressed in clothing that will allow them to play both inside and outside. Play clothes and rubber-soled, **closed-toe** shoes are adequate for such play. Flip flops and open sandals are not allowed. Please send outerwear such as a sweatshirt or jacket EVERY day. Be sure to label your child's outdoor clothing and backpacks. (Misplaced coats and jackets are placed in the lost and found rack in the hallway near the office.) Additionally, a full change of clothes for each child is needed — not only for potty accidents, but occasional art or water play, etc.

## Communication with Families

We are excited to partner with you in this important time of your child's life and growth. Open communication is important for all of us. Please ensure your child's teacher is aware of important details that may impact your child's day at school. From as little as poor sleep to major family news regarding family members or a pet's death. These events can highly impact your child's emotions and it helps us help them.

Staff and teachers will communicate important information with you in a conversation at drop off or pick-up. If you are not available, email or phone calls may be used to share information.

General classroom/school information will be shared via

- Monthly newsletter and classroom calendar
- Notices in student cubbies (Student cubbies are for preschool/church use only. Solicitations are not allowed in cubbies.)
- E-mail correspondence
- Family-Teacher conferences
- Websites

Contact the preschool director if you have additional questions or concerns.

## Field Trips

We recognize that field trip experiences can be very effective in exposing children to a variety of places and people. Field trips will be:

- Relevant and age appropriate
- Related to the classroom theme

## Procedures (continued)

- Approved for the program by the preschool director

Signed permission forms are required for students to participate. An adult family member or caregiver will accompany their child on field trips or provide written agreement with another adult for their child's supervision. No adult may have more than one non-family member assigned to them.

Drivers must have a valid driver's license and liability insurance on the vehicle used. Each child **must** have their own car seat and all occupants must wear seat belts. Teachers are not allowed to transport unrelated students to or from field trip events. Teachers are to manage the group and interact with the field trip host, and therefore may not be assigned responsibility for a child other than their own. Fees for field trips are not included in tuition.

### Parent-Teacher Conferences

Parent-Teacher Conferences are intended for families and the teacher to talk about your child's progress. They are not intended for children to attend. Daytime and evening appointments are available with details and sign-ups posted in advance. While we have one time of year for conferences for our threes and Pre-K students, individual conferences may be arranged at any time.

### Show-and-tell

Teachers use show-and-tell to help children gain listening and speaking skills. Each class will introduce show-and-tell at a different time throughout the year, depending on when the class is ready for this skill. **Guns, swords and weapon-like toys are not permitted in preschool, so please do not send them for show-and-tell.**

### Snow Policy

We generally follow the Highline Public Schools (HPS) directive for late starts and closures. When the HPS is two hours late, we start with only a one-hour delay. Please check your email for updates regarding closures.

### Vacations and Holidays

A [calendar of events](#) is included in this handbook and posted on our [website](#). Please mark "no school" days on your calendar and plan accordingly for your child's care.

# Discipline Strategy

Discipline comes from the word disciple, which means to *teach*. Christian education is part of our total program and the teachers are to model and teach appropriate behaviors to the children. We earnestly strive, when correction is necessary, to discipline in an atmosphere that reflects Christ's love and acceptance.

Our role is to teach and guide children in the appropriate social skills to help them learn how to get along with others, to share and play safely. We also consider emotional health and growth and acknowledge that we need flexibility when guiding young children in their different ages and stages. Expectations are general, allowing opportunities to explore the concepts of being kind, sharing and respecting authority. We set clear and reasonable limits with consequences for both positive and negative behaviors. Corporal punishment is never used.

## DISCIPLINARY TECHNIQUES

**Giving Choices:** Providing an environment in which children can make choices which are good for themselves and those around them.

**Problem Solving:** Helping a child work through a situation to a natural positive conclusion.

**Natural and Logical Consequences:** Stating school and class rules in a clear and appropriate language that is fair and consistent.

**Taking a Break:** Sometimes a child can be overwhelmed with too many choices and may need to have some quiet time in order to regain their self-control before rejoining friends. This will take place in the classroom with the support of the teachers and is not focused on punishment, but rather on helping children regulate their emotions.

**Positive Reinforcement:** Above all, we work at catching children making positive choices and offer genuine praise for appropriate behavior.

## Disciplinary Course of Action

## Discipline Strategy (continued)

1. When a child misbehaves, we speak in a positive, rather than a negative manner, to present options/choices of acceptable behavior.
2. If, after redirecting or reminding about expectations, the child continues to have problems, they may be removed from a particular activity.
3. If the problem persists the teacher will discuss the problem with the parent and/or the director. The student may also meet with the director.
4. If the pattern repeats itself, the parent will be contacted to join the teacher and director for a discussion of the issue. (Please remember, the children can also visit the director's office for all sorts of other good reasons too!)

The physical safety and emotional stability of your child is of the utmost importance to us. If your child is acting in a manner unsafe to themselves or other students, we will assist them to moving to a safer location in our school. Students will be given a choice in how to move their body—either on their own or with adult assistance. The least invasive way to support children is always our first way of responding.

### **Expulsion**

John Knox Community Preschool reserves the right to expel a child from school when, in the opinion of the school, the child's needs can no longer be met by the school. Our discipline policy is based on the belief that consistent, fair and loving discipline is the best way to guide children. Every effort will be made to assist the child and family following the above disciplinary course of action.

# Safety

## Arrivals & Departures

All doors to our campus will remain secured throughout the day. At drop-off and pick-up, please enter on the west side of the building. To assist in ensuring our doors remain secure we ask you to exit by the office. If you come to school outside the normal drop-off/pick-up times, please go down the ramp to the office and ring the bell for assistance. Students are to be accompanied by an adult to their classroom door. Children should arrive no more than 5-10 minutes before class begins.

Children will be dismissed only to those designated to pick them up as stated on the Student Emergency Form. Please notify the office in **written form** if someone other than the usual person will be picking up your child. Children should be picked up promptly after the session ends. **A \$10.00 late pick up fee will be assessed 10 minutes after class ends, and \$1 per minute thereafter.**

Parents/guardians (or designated caregiver) must sign in and out at arrival and departure. Children must be accompanied by an adult inside the building, upon exiting the building, and in the parking lot.

## First Days of Preschool

Goodbyes may be difficult for your child at the beginning of the school year. During orientation, teachers will share how they will help your child navigate the first few days of preschool. To help with this process, work to develop a routine with your child that could involve a hug and kiss goodbye. Students generally adjust quickly to new routines and your helpful and encouraging attitude will aid this adjustment. Parents are always welcome to call us later in the morning to check on their child.

## Bathroom Assistance

Children should be toilet trained by the start of preschool for all classes except two-year-olds. A teacher will be available at the bathroom doorway and can help children to button/snap-up or wash hands if needed. Parents of three-year-olds and Pre-K students will be called to change pull-ups, diapers, or underwear soiled by a bowel movement. Children who wet themselves can change into their extra set of clothes. You will be notified at pick-up.

Potty trained children in 2s classes can be assisted by a teacher with the bathroom door opened. Children in diapers will be changed if they have a bowel movement. While we will make every effort to assist your child in their potty-training journey, we will not be able to accommodate specific requests (ie. "Make sure he sits on the potty at 10:00am," or "Please give them a treat when they go potty").

# Safety (continued)

## Playground Safety

In an effort to ensure safety on our playground, we have the following rules we ask to be observed.

- ◆ The playground is available to be used when there are no classes in session (before or after school or during breaks). In general the playground is unavailable 9:30AM-2:30PM daily.
- ◆ Please do not bring dogs onto the playground.
- ◆ If you have food on the playground, please make sure to clean up any food leftovers and throw away all trash.
- ◆ Playground rules we will ask you to follow **to help our students follow them while at school:**
  - ◇ No standing on the Unity RockR
  - ◇ No standing on top of the climbing Home Dome. Kids want to play “king of the mountain,” and we want to encourage safety.
  - ◇ One child at a time down the slides.
  - ◇ The short slide is the only slide kids may climb up.
  - ◇ One child at a time on the Spin Cups.

Thank you for helping keep our children safe as they play and learn.



# Emergency Policy & Communication

## Fire & Earthquake Preparedness

Drills are held to familiarize the children with proper and safe procedures for exiting the building in a non-frightening way.

In the event of an emergency, if early pick-up is needed, the preschool will contact parents, according to their child's Student Emergency Form as soon as possible. Please keep your information up-to-date and check your phone for messages!

## Security

We have automated locks on the doors to secure our facility. These doors will remain locked during the school day. To request access to the facility, please use the ramp nearest the preschool office and ring the bell for assistance.

Occasionally we will have volunteers or visitors on campus...

**Volunteers**—An adult working in the classroom with the possibility of being alone with or unsupervised with children at the teacher's instruction.

- Must be background screened through the main office.
- Must sign in at the office and wear a volunteer badge.
- Must return to the office to check out and return the badge.

**Visitors**—An adult not working in the classroom

- Are not permitted to interact with children unsupervised.
- Must sign in at the office and wear a Visitor Badge. \*\*
- Do not need to be background checked.
- Must return to the office to check-out and return the badge.
- \*\*Those attending a class party in their child's classroom do not need to check in at the office.

**In the interest of safety—**

- Do not prop doors open—If you see a door propped open, please close it and report it to the office.
- If you encounter an unfamiliar face, something or someone makes you feel suspicious, either in the building or parking lot, please notify the office.
- **ALWAYS report concerns or unusual observations to the office.**

These are our precious children, let's work together to keep them all safe.

# General Health Policies

## Please keep your child at home if they have . . .

- **Fever** or any elevated body temperature within the past 24 hours. (Children must be fever-free and off fever-reducing medication 24 hours before returning to school.) A fever is defined as a temperature of 100.3° F or higher.
- **Diarrhea** within the past 24 hours.
- **Nausea** or **vomiting** within the past 24 hours.
- **Nasal secretions** that require frequent attention.
- **Sore throat** with or without fever or accompanied by swollen glands.
- **Cough** accompanied by fever, mucous, vomiting or nausea.
- **Eyes that appear to be reddened** and are itching, with or without abnormal secretions. The child should be seen by a physician to rule out “pink eye”.
- Unusual **rashes** or boils. Child needs to be seen by a physician before returning to preschool.
- **Lice or Nits** - Nits appear as white dandruff-like flakes attached to the shaft of the hair. A child may return after one treatment.
- **Lethargic behavior** or a child’s report of not feeling well.

A good guidance is to think, if my child is **too sick to play outside, then they are too sick to be at school. Please notify the office by completing the [Absence Form](#) if your child will miss school.**

If a child becomes ill while at the preschool, the first listed contact parent or guardian will be notified to pick up the child as soon as possible. If the first contact is not reached, we will call the parents/guardians, and then proceed through the emergency contacts.

We ask **all** students to wash hands before entering the classrooms.

John Knox is required by law to report certain illness to local health authorities and will comply with the law.

## General Health Policies (continued)

### Immunization Requirements

Families must submit a medically verified [Certificate of Immunization Status](#) (CIS) as required by the [Washington State Department of Health](#) **before they attend school**. Examples of medically verified immunization records are [included in this handbook](#) and may be obtained in the preschool office. Incomplete records may impact your child's ability to attend school.

A total of four exempt unimmunized students will be admitted to the preschool annually. A partially immunized child is considered unimmunized. Unimmunized students must submit a Certificate of Exemption form prior to attendance.

### Prescription and Nonprescription Medications

Preschool staff will not administer medications unless needed for emergency treatment such as a (parent provided) asthma inhaler or EpiPen. Parents are required to provide [written instructions \(linked here\)](#), as well as meet with the office staff and the child's teachers to ensure understanding for use. Written instructions can be provided by email, hard copy given to office, or by filling out form linked above.



### Serious Health Conditions

Children with health conditions which may require emergency medical treatment must meet with the classroom teachers and the preschool director prior to attendance. Example: Children with asthma who need an inhaler or allergies requiring an EpiPen.

### Injuries

Minor injuries will be treated with band aids, icepacks as needed and a lot of TLC. The injury, treatment and surrounding details will be recorded on an "Owie Report" form. Parents will be informed verbally at pick-up time.

Parents will be called immediately following any serious or significant injury and any head injury.

## General Health Policies (continued)

### In the event of a more serious injury

911 will be called, office staff will be notified, and parents contacted should the following occur:

- Loss of consciousness, lacerations, trauma to the head or spine, serious limb injury, seizure or when EpiPen is administered.
- It is imperative that parents keep the **child's Emergency Information up-to-date**.
- Add John Knox's out-going phone # (206-241-1606) to your contacts to avoid missing important phone calls from us that might be designated "SPAM."

JKCP will not be responsible for any medical costs.

### Child Abuse

All preschool staff are mandatory reporters of suspected child abuse, neglect, sexual abuse, or maltreatment. Reports and recommendations will be done in accordance with Washington State Law. JKCP will comply with any investigation by CPS or local law enforcement officials.

### COVID

At this time, our policy for individuals within our school setting who test positive for COVID is:

- No participation in school-related events for 5 days from symptom onset or positive test (whichever happens first)
- Participation with a well fitting mask after symptoms subside days 6-10.

We recommend that individuals who have been exposed to COVID wear a mask for 5-10 days from exposure while monitoring for symptoms.

# Immunization Information

As of August 1, 2020, all immunization records turned in to schools or child care centers are required by State law to be medically verified. Immunization records must be turned in to the school **before** your child can attend. Immunization records turned in to the school must be from a health care provider, or you must attach paperwork from a health care provider to your handwritten form that shows your child's records are accurate. **Your child cannot attend school until you provide these records.** Please note that a Certificate of Immunization Status is required. A list of immunizations received will not be accepted to prove immunization status. Examples of medically verified immunization records:

- A completed [Certificate of Immunization Status \(CIS\)](#) signed by a health care provider. Find the CIS form by visiting <https://www.doh.wa.gov/SCCI> and clicking on "Certificate of Immunization Status."
- A CIS filled out by you or another parent/guardian with medical records attached.
- A CIS printed by a health care provider or school from the Washington State Immunization Information System.
- A CIS printed from [MyIR](#) which is a free Department of Health online tool that allows families to view and print their official immunization records themselves. Go to [doh.wa.gov/you-and-your-family](https://doh.wa.gov/you-and-your-family) to begin the sign-up process.

If you are requesting an exemption from one or more of the immunization requirements, you must provide the school a completed Certificate of Exemption.

In 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and child care entry.

**Most pediatrician offices can fax the CIS directly to us. Our fax number is 206-838-1805.**

Adapted from the [doh.wa.gov](https://doh.wa.gov) website

## ACCEPTED CIS

## NOT ACCEPTED— IMMUNIZATION RECORD OR LIST

[Return to Table of Contents](#)

# Snack Ideas

Parents provide snack for the class on a weekly basis. Below is a sample list of preferred items. Please review your class calendar for when it is your child's turn. One item from two of the groups is generally plenty for snack.

**\*In consideration of students who have severe allergies to certain foods, avoid all products produced in a facility with nuts.**



## Vegetables

**Celery Sticks**  
**Carrot Sticks**  
**Zucchini**  
w/ salad dressing or dip



## Fruit

**Apples**  
**Bananas**  
**Oranges**  
**Watermelon (seedless)**  
**Berries**  
**Peaches**  
**Grapes (seedless)**



## Dairy

**String Cheese**  
**Swiss Cheese**  
**Cheddar Cheese**  
**Bagels & Cream Cheese**



## other

**Applesauce pouches**  
**Breads**  
**Yogurt Cups/Tubes**  
**Fruit Snacks**  
**Muffins**  
**Jello Cups**  
**Granola Bars (no nuts)**



## Crackers

**Grahm**  
**Wheat**  
**Ritz**  
**Cheese**  
**Rice**  
**Goldfish**

***“We are thankful for our food and our many blessings. Amen”***

## 2024-25 Tuition and Fees

| Fee Type   | Amount           |
|--|------------------|
| Registration (per child invoiced at Registration)  | \$ 100.00        |
| Supply Fee (per child)   | \$ 100.00        |
| Wee Waddlers Tuition   | \$ 80.00         |
| <b>Sibling Rate</b>  | <b>\$ 72.00</b>  |
| Wee Waddlers Supply Fee  | \$ 35.00         |
| 2's Two-day Classes Tuition  | \$ 230.00        |
| <b>Sibling Rate</b>  | <b>\$ 207.00</b> |
| 2's Four-day Class Tuition   | \$ 425.00        |
| <b>Sibling Rate</b>  | <b>\$ 382.50</b> |
| 3's Two-day Classes Tuition  | \$ 245.00        |
| <b>Sibling Rate</b>  | <b>\$ 220.50</b> |
| 3's Three-day Classes Tuition  | \$ 370.00        |
| <b>Sibling Rate</b>  | <b>\$ 333.00</b> |
| Pre-K Four-day Classes Tuition   | \$ 415.00        |
| <b>Sibling Rate</b>  | <b>\$ 373.50</b> |
| Pre-K Five-day Classes Tuition   | \$ 505.00        |
| <b>Sibling Rate</b>  | <b>\$ 454.50</b> |
| <b>After School Programs</b>   |                  |
| <b>Enrichment for Pre-K students (per child for 2 days, no sibling discount). Registered students begin in October. Invoices for Enrichment are included on the October invoice. Payments are due October 1.</b>   | <b>\$ 225.00</b> |
| <b>Lunch Bunch for threes and Pre-K students. Begins in October. Punch cards can be purchased in the preschool office (\$75 per child for 5 sessions). Cash and checks are accepted. Alternatively, the Lunch Bunch fee can be billed via invoicing. Cards cannot be accepted in the office.</b> | <b>\$ 75.00</b>  |

# FAMILY CALENDAR OF EVENTS 2024-2025

(Dates subject to change)

## MONTHLY

1 Tuition Due

## SEPTEMBER 2024

1 Tuition & Supply Fee Due

2 Labor Day (Office Closed)

4 Parent Orientation in PM

5 Student Visits in AM

9 First Day of School

18/19 Chapel

30 Enrichment & Lunch Bunch Begin

## OCTOBER 2024

2/3 Chapel

By Class Farm Visit

15 Teacher In-service - NO SCHOOL

21-25 School Spirit Week

21-25 Book Fair

23/24 Chapel

24 Back-to-School Night

## NOVEMBER 2024

6/7 Chapel

6-8 Picture Days

11 Veterans Day - NO SCHOOL

12 Teacher In-service - NO SCHOOL

20/21 Chapel

27-29 Thanksgiving Break - NO SCHOOL

## DECEMBER 2024

7 Pagent with a Purpose

11/12 Chapel

23-31 Christmas Break

## JANUARY 2025

1-3 Christmas Break

6 School Resumes

15/16 Chapel

20 MLK Day - NO SCHOOL

21 Teacher In-service - NO SCHOOL

23/24 Parent-Teacher Conferences

23 No Enrichment, No Lunch Bunch

29/30 Chapel

## FEBRUARY 2025

3 Returning Family Registration

10 Open Registration

12/13 Chapel

14-17 Mid-Winter Break - NO SCHOOL

18 Teacher In-service - NO SCHOOL

20 Pre-K Dad's Sports Night

26/27 Chapel

## MARCH 2025

5 Ash Wednesday Chapel

10 Teacher In-service - NO SCHOOL

12/13 Chapel

26/27 Chapel

29 Gala

31 Summer Camp Sign-ups Begin

## APRIL 2025

2/3 Chapel

7-11 Spring Break

18 Good Friday

19 Holy Saturday

20 Easter Sunday

21 Teacher In-service - NO SCHOOL

23/24 Chapel

## MAY 2025

5-9 Teacher Appreciation Week

7/8 Chapel

21/22 Chapel

26 Memorial Day - NO SCHOOL

28 Last Enrichment/Last Lunch Bunch

29 Pre-K Bike Day

## JUNE 2025

3 Field Day

4 Last Day of Class

5 Pre-K Move Up Celebration

9 Summer Camps Begin