

FAMILY HANDBOOK

2026-2027



JOHN KNOX

COMMUNITY

PRESCHOOL

109 SW Normandy Road ☿ Normandy Park ☿ WA 98166

206-241-0505

www.JKPreschool.com

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JOHN KNOX COMMUNITY PRESCHOOL

MESSAGE FROM THE SENIOR PASTOR



July 2026

Dear Friends and Parents,

Welcome to **John Knox Community Preschool!** For 25 years, it has been our joy to serve as a trusted partner in early childhood education. This strong legacy is built on the dedication of our exceptional teachers, caring staff, devoted volunteers—and the faithful support of families like yours. We're deeply grateful to begin this next chapter with you.

Our preschool is part of a broader ministry here at Knox, where our mission is to live a Jesus Centered Life Together. That mission comes to life through a wide range of programs and ministries made possible by the vision, generosity, and partnership of hundreds of friends and neighbors who call Knox their spiritual home.

We'd love to extend that same welcome to you. Whether you're new to the Knox community or have been connected for years, we invite you to join us for worship on Sundays at 9:45 a.m., or explore one of the many activities and ministries happening throughout the week. You can always find up-to-date information at

www.johnknox.church.

It's a privilege to journey with your family this year. If you have any questions, need support, or would like to learn more about what's happening at Knox, please don't hesitate to reach out to me directly at jimmy@jkpcusa.org.

Grace and peace to you—and welcome home.

Warmly,

Jimmy McPherson
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 is 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

Web site: JKPreschool.com

Phone: 206-241-0505

Contacts: Kristine Jung Director Kristine@jkpcusa.org

Jamie Williams Assistant Director Jamie@jkpcusa.org

Charlene Crawford Administrative Assistant Charlene@jkpcusa.org

PRESCHOOL STAFF

Staffing

Our Teachers and Teacher Assistants are here to educate and care for your child in a loving and nurturing environment. They are qualified through training and experience.

All teachers actively engage in continuous professional development year-round through staff meetings, targeted educational workshops, performance evaluations, and collaborative training sessions. All staff are subject to a nationwide background check and have completed a certified CPR class with the basics of first-aid.

The Preschool Ministry Team

John Knox Community Preschool is a ministry provided by John Knox Presbyterian Church to serve the early learning needs of the community. As an official ministry of the church, the preschool is governed by a dedicated committee. The governing team consists of:

- The **Preschool Director** and **Assistant Director**
- An active elder representing the church **Session** (the church's governing board)
- At-large members of **John Knox Presbyterian Church**
- Representatives for the local **community** and **current preschool parents**

This team is responsible for oversight of the preschool program, including all policies presented in the Family Handbook. The team meets monthly to address the current needs of our program and community. As a ministry of John Knox Presbyterian Church, our preschool is a 501(c)(3) non-profit program.

PRESCHOOL STAFF (CONTINUED)

Class	Teacher	Teacher Assistant
Breakfast Bunch	Shelby Munnoch	Julie Trisolini
Wee Waddlers	Shelby Munnoch	
Twos, Playful Pandas	Shelby Munnoch	Julie Trisolini
Threes, Dazzling Diamonds	Laurie Martin	April Clevenger
Threes, Shining Stars	Laurie Martin	Christina Boardman
Threes, Radiant Rubies	TBA	Jessica Hertrampf Emily Malmquist
Threes, Floating Assistant		Julie Russell
Pre-K Fours, Joyful Kids	Segenet Bahta & Kathryn Flajole	Elyssa Malmquist
Pre-K Fours, Sonshine Kids	Kim Malmquist	Roy Croasdaile
Pre-K Fours, Triumphant Kids	Stephanie Balladone	Violet Zhang
Pre-K Fours, Kingdom Kids	Azi Mashhoori	TBA
Pre-K Fours, Floating Assistant		TBA
Lunch Bunch	Julie Russel	Julie Trisolini
Enrichment	Laurie Martin	Kim Malmquist
Spanish	Roy Croasdaile	TBA
Director	Kristine Jung	
Assistant Director	Jamie Williams	
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 Waddlers	9:30-11:00 a.m. (Fridays)
Two-year-olds	9:30-11:30 a.m. (M/W, T/Th, or M-Th)
Three-year-olds	9:15-11:45 a.m. (M/W/F, T/Th, or M-F)
Pre-K*	8:30 a.m.—12:30 p.m. (M-Th or M-F)

*students bring a packed nut-free lunch

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 a 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

Breakfast and Lunch Bunch

These fun programs begin the Monday following the first week of school. [Online registration](#) is available and must be submitted by noon the Friday before. Children may attend on days in conjunction with morning classes.



BB & LB
Registration

Breakfast Bunch, Monday-Thursday, 8:30 a.m. to Class Start Time

Breakfast Bunch is for Twos and Threes. Beginning the day with a teacher and friends offers your child the experience of social time and a lengthened transition to the school day. Please ensure your child has eaten breakfast before arrival or pack a morning meal and beverage for them to enjoy with us.

Lunch Bunch, Monday-Thursday, Class End Time to 1:30 p.m.

Lunch Bunch is for Twos, Threes and Pre-K students. Staying for lunch with a teacher and friends offers your child the wonderful experience of social time and both indoor and outdoor play. Each child will need to bring their own lunch and beverage.

This fun program begins the Monday after the first week of school.

Check out our “[Breakfast and Lunch Bunch Ideas](#)” for tips on what to pack!

School No-Nut Policy

In consideration of students who have severe allergies to certain foods, avoid all products containing nuts or products produced in a facility with nuts. Always check ingredient labels, as products and manufacturing processes can change.

OTHER PROGRAMS (CONTINUED)

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 preschool or John Knox church staff. All stories come from [The Beginner's Bible](#). Three-year-olds and new Pre-K students receive a personal copy at the beginning of the school year.

Enrichment and Spanish

M/W or T/Th 12:30—3 p.m. for Pre-K Students

Enrichment and Spanish programs are exclusively available for Pre-K students. These programs begin on the Monday immediately following the first week of school.

Springboarding 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.

Our **Spanish** 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 and Spanish are stand-alone programs, if you are bringing your child for this afternoon session, please arrive by noon so your child may participate in lunch with a designated Pre-K class.

FINANCIAL POLICIES

John Knox Community Preschool is a ministry of John Knox Presbyterian Church, a 501(c)(3) 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

Each month an invoice is sent from accounting@jkpcusa.org. Invoices are generated and sent around the 20th of each month and titled “John Knox Community Preschool Invoice.” Unless additional services (e.g. Lunch Bunch, Enrichment, or Spanish) are added, the tuition amount remains the same each month and can be paid online with the link in the email.

- **Registration fee of \$100/child** (non-refundable) is assessed annually with placement in our program.
- **Supply fee of \$100/child** assessed at the beginning of each school year or when child is placed in a class.
- **Monthly tuition** is due on the first of each month. A \$20 late fee is automatically assessed on the 5th of the month. (Please note January 1st is during a school break. Plan ahead in December to avoid the late fee.)
 - ♦ A full month of tuition is due in September. No tuition is due in June.

Payments

- Cash and Money Orders
 - ♦ Cash or money orders are accepted at the preschool office. A receipt for cash and money orders will be provided immediately. Include child’s first and last name on the money order memo line.
- Checks
 - ♦ Checks are accepted at the preschool office, in blue receptible box outside the office, or through the mail. Be certain your check is signed in blue or black ink.
 - ♦ Checks sent through a bank digital financial service (also known as bill pay) are not assessed the online payment fee. However, to avoid late fees,

FINANCIAL POLICIES (CONTINUED)

please make arrangements for your payment to **arrive by the first** of each month .

- ♦ Checks must be received 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.
- ♦ Payments may be made monthly or for the entire school year.
- Card Payments (debit or credit)
 - Card payments may be made online through the emailed invoice link (online payment fee applies). Online payments with a card must be initiated on or before the 1st of the month.
- Please Note
 - ♦ Classroom teachers do not accept payments.
 - ♦ John Knox no longer accepts post-dated checks that are held for future tuition due dates.
 - ♦ If the payments are shared with a different party (grandparent, trust fund), please designate one party responsible for making payments.

Absences

No tuition allowances are made for absences.

Additional Fees

- The online payment fee for all electronic payments must be included in your payment. The online payment fee is 3.7% of the total. An electronic payment fee is not assessed for checks, cash, and money order payments.
- A \$30 fee will be charged on all **NSF checks** and a \$20 fee for **declined** on-line payments. If a second NSF or decline is received in a school year, other payment options must be arranged.

FINANCIAL POLICIES (CONTINUED)

Breakfast Bunch and Lunch Bunch

A “punch” card system for Breakfast Bunch and Lunch Bunch is a visual tracking method where a pre-paid card with a set number of meal sessions is purchased in advance. Each time a child attends a session, the teacher “punches” (by indicating the date attended) on the card. Once all boxes are marked, the card is filled, and a new card must be purchased. Teachers notify the family by placing the completed card in the child’s breakfast/lunch box or backpack.

Purchasing a Card

September & May	Punches can be purchased individually.
October – April	Punch cards are required, with a 5-punch minimum per transaction.

If punches remain at the end of the year, the punches can be used the following academic year by returning students or their sibling. The balance may not be transferred to a friend. In the case where a student is not returning, a refund for the unused portion will be issued upon your request.

Enrichment and Spanish

The cost for afternoon programs is calculated **per child** for two days, and there are no **sibling discounts** nor **tuition assistance** available. Please note that all invoices for Enrichment and Spanish are conveniently bundled into your **September invoice**. These programs begin on the **Monday** immediately following the first week of school.

Late Pick-up Fee

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.** The fee can be paid in the office with cash or check. If payment is not received within 24 hours after the infraction an invoice will be sent.

FINANCIAL POLICIES (CONTINUED)

Past-due Tuition

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 ten percent discount on the younger child's base tuition. There is no discount on the registration fee, supply fee, or other program offering (Breakfast Bunch, Lunch Bunch, Spanish or Enrichment).

Tuition Assistance

Please contact the office to request an application for tuition assistance. Applications are reviewed monthly by our ministry team who make the reward determination. Tuition assistance is available for regular morning classes.

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.

GENERAL POLICIES

Absences

We plan our program with the assumption that every child will attend every scheduled class. If your child is unable to attend preschool for any planned or unplanned length of time, please notify the preschool office through our online “[Student Absence Notification Form.](#)” Teachers will receive this notification and there is no need to call the office.



Student Absence
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). If your child has a summer birthday, please check with your child’s teacher regarding an alternate celebration date.

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. ***In consideration of students who have severe allergies to certain foods, avoid all products containing nuts or products produced in a facility with nuts.** Always check ingredient labels, as products and manufacturing processes can change.

If your child has significant food allergies, you may provide an individual snack for your child. Be certain all your child’s allergies are listed on the Student Emergency Form, discussed with the teacher. Update the office if information changes during the year.

If, your child is sick during your assigned time, please call the office before your child’s class start time so we can make alternate preparations.

Spanish and Enrichment snacks are provided by the school.

GENERAL POLICIES (CONTINUED)

Emergency Closures

JKCP may need to close unexpectedly 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, we may need to close a class.
- Weather related issues—snow, floods, power outages, etc. may require closure to ensure safety of students and staff.

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

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. **Crocs and open-toe 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. A full change of clothes for each child is needed — not only for potty accidents, but occasional art or water play, etc. Please include shirt, pants, shoes and socks.

Communication with Families

Please ensure your child's teacher is aware of important details that may impact your child's day at school (e.g. poor sleep, family news or a pet's death). These events can highly impact your child's emotions and our awareness of the situation helps us help your child.

Staff and teachers will communicate important information with you in a conversation at drop off or pick-up. If you are unavailable, expect us to share information via email or phone.

GENERAL POLICIES (CONTINUED)

General classroom/school information will be shared via the following:

- Monthly newsletter and classroom calendar from child's teacher
- Notices in student cubbies (Student cubbies are for preschool/church use only. Solicitations are not allowed in cubbies.)
- E-mail correspondence (via MailChimp)
- Parent-Teacher conferences
- [Website](#)

Contact the preschool director or assistant director if you have questions or concerns regarding communication from the preschool.

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 area of interest to students' curiosity
- **approved** for the program by the preschool director

Online signed permission forms are required for students to participate. An adult family member or caregiver will accompany their child on field trips or provide online information regarding supervision assigned to another adult. 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 students (who are not family members) 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.

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

GENERAL POLICIES (CONTINUED)

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.

Lost and Found

Misplaced coats and jackets are placed in the lost and found rack in the hallway near the office. Other items turned into the office are placed near the school exit. Important items, such as keys, are kept in the office. Items are kept a minimum of two months and then donated to a local thrift agency or tossed.

Parent-Teacher Conferences

Parent-teacher conferences take place in late January to talk about your child's progress. Please note that conferences are designed for having private, candid conversations, so we kindly ask that children do not attend. Childcare may be provided by the school for conferences and available times will be determined prior to conference scheduling. Daytime and evening appointments are made available with details and sign-ups posted in advance. While conferences are held once a year 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, morning classes will be cancelled. By 10

GENERAL POLICIES (CONTINUED)

a.m. you will be notified if afternoon classes are being held as scheduled. Please check your email for updates regarding closures.

Vacations, Holidays and Closures

A [calendar](#) of vacations, holidays and closures is included in this handbook, posted on our website, and will be included in the classroom monthly calendar.

Please mark **“no school” days** on your personal calendar and plan accordingly for your child’s care. Teacher in-service days are “no school” days and are scheduled to take place the second Friday of each month in October, November, January, February, March and May.

Volunteer Hours

In an effort to meet the on-going needs of our school community, we request each family provides five volunteer hours to school needs. Volunteering examples include setting up the gym, setting up traffic cones, prepping materials for the Gala, office or classroom needs. Volunteer hours are self-tracked and self-reported. You will be reminded of these needs throughout the year.

Withdrawal

A two-week written notice of intent to withdraw is required prior to the child’s last day in any preschool program or class at the preschool (including Enrichment and Spanish). If immediate withdrawal is necessary, please contact the director. Tuition reimbursement is not given for withdrawal mid-month.

DISCIPLINE STRATEGY

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.

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 Jesus's love and acceptance.

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. When possible, 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

1. When a child misbehaves, we speak in a positive, rather than a negative, manner to present options/choices of acceptable behavior.

DISCIPLINE STRATEGY (CONTINUED)

2. If, after redirecting or reminding about expectations, the adverse behavior continues, a student may be removed from a particular activity.
3. If the problem persists the teacher will discuss the behavior 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.
5. 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, most commonly holding a hand. The least invasive way to support children is always our first way of responding.

Expulsion

Parents, teachers, and administration may deem it necessary to develop a plan to support a student's development. If the plan is not followed, a student may be removed from the class or school.

In the event of a repeated need to contact the parent regarding behavior/safety concerns, a child may be expelled from our program.

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 and Departures

To ensure the safety of our children, doors to our school building will remain locked throughout the day. At drop-off and pick-up, please enter the Education Building on the west side by walking down the ramp to enter near the preschool office. This door will be unlocked, but monitored, during specific times of the day for entry. If the door is locked at a time when you need entry, please ring the doorbell for assistance.

Children must be accompanied by an adult from the parking lot, inside the building and to their classroom. Teachers will admit students to class no earlier than five minutes prior to the registered start time for the program. Parents/guardians/designated caregivers must sign in and out at arrival and departure.

Children will be dismissed only to those designated to pick them up as stated on the Student Emergency Form. Please notify the office by updating your child's online emergency **form or by emailing the office** if someone other than the usual person will be picking up your child. Newly assigned adults approved for student release should be prepared to show identification when picking up a child. **Children must be accompanied by an adult from their classroom**, upon exiting the building, and in the parking lot.

Bathrooms

Children should be toilet trained by the start of preschool for all classes (exception in Twos classes). A teacher in all classes will be available at the bathroom doorway to 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 have a bathroom accident or a messy spill at school can change into their backup clothes right away. You will be notified at pick-up time if a change of clothes was used so you can restock their bag.

Bathroom Assistance

Potty trained children in 2s classes can be assisted as needed 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

SAFETY (CONTINUED)

requests (ie. “Make sure he sits on the potty at 10:00 a.m.,” or “Please give them a treat when they go potty”). Rather, we will ask children multiple times a day if they need to go potty or if we observe behaviors that suggest they need to go potty.

Adult Bathroom Use

- Adults may use single-occupant restrooms at the south end of the building.
- At all times, multi-stall restrooms are to be used and entered by children only. For privacy, parents are encouraged to use south restrooms if their child needs assistance.

Child Abuse

All preschool staff are **mandated reporters** legally required to immediately report suspected child abuse, neglect, sexual abuse, or maltreatment. All reports and recommendations will follow [Washington State Law](#). JKCP fully cooperates with any investigations conducted by the [Department of Children, Youth, and Families \(DCYF\)](#) or local law enforcement.

Playground Safety

For the safety of all children, please observe the following playground rules:

- The playground is open for public use outside of school hours, including before school, after school, and during breaks. Please note that between 9 a.m. and 3 p.m., our classes take precedence over public use. We kindly ask families to vacate the play area whenever a scheduled class arrives to use it.
- 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.

SAFETY (CONTINUED)

- To help our students maintain consistent expectations, we ask for your partnership in reinforcing the following playground rules:
 - ◇ The Unity® RockR is for sitting. Children are permitted to rock the rocker for their friends.
 - ◇ Children must keep their hands and feet on the Home Dome; climbing and sitting are permitted, but standing on top is prohibited for safety.
 - ◇ Only one child permitted at a time down the slides.
 - ◇ Children may climb up on the short slide; the spiral and long slides are for sliding down only.
 - ◇ One child at a time on the Spin Cups.

Security

All doors remain locked to secure our facility with the exception of short periods throughout the day to facilitate entry and pick-up. To request access to the facility outside of drop-off and pick-up time periods, please use the ramp nearest the preschool office and ring the bell for assistance. We ask all parents to enter and exit from the doors by the office.

Occasionally, our campus hosts volunteers and visitors. These roles are distinguished by the specific activities they perform. Individuals are classified as volunteers or visitors based on the following criteria:

Volunteer

- 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 receive training from director or assistant director before volunteering
- must sign in at the office and wear a volunteer badge
- must return to the office to check out and return the badge

SAFETY (CONTINUED)

Visitors

- an adult not working in the classroom
- are not permitted to interact with children unsupervised, aside from their own child
- must sign in at the office and wear a Visitor Badge (see exception below).
- 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

Unidentified Persons, External Doors and Parking Lot

- Do not prop open external doors. 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.**

EMERGENCY POLICY & COMMUNICATION

Fire & Earthquake Preparedness

Fire drills are held to familiarize the children with proper and safe procedures for exiting the building in a non-frightening way. Teachers have an emergency bag for short-term emergency use.

In the event of an emergency when 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, check your phone for messages and ensure your voicemailbox is available to receive messages.

Please note this important phonenumber information.

Outgoing phonenumber

206-241-1606

(what will appear as the caller ID when you receive a call)

Incoming phonenumber

206-241-0505

(number to dial when contacting the school)

GENERAL HEALTH POLICIES

We request all students to wash hands before entering the classroom.

Illnesses

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 not taking 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** 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 during preschool, a parent, guardian, or listed emergency contact will be notified and asked to pick them up as soon as possible. If unreachable, staff will sequentially call the child’s authorized emergency contacts until an available party is reached.

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



QR Student
Absence
Notification

GENERAL HEALTH POLICIES (CONTINUED)

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 a completed [Allergy Care Plan Request Form](#) as well as meet with the office staff and the child's teachers to ensure understanding for use. Written instructions can be submitted via email (Charlene@jkpcusa.org) or a hard copy may be given to the office.

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 (e.g. children with asthma who need an inhaler or allergies requiring an EpiPen).

Injuries

Minor injuries will be treated as needed with band aids, icepacks, and a lot of TLC. For the child's record, the type of injury, treatment and surrounding details will be recorded on an "Owie Report." Parents will be informed verbally at pick-up time. Parents will be called immediately following any serious or significant injury.

Serious Injuries

Should any of the following incidents occur, teaching staff will call 911, office staff will be notified, and parents will be contacted:

- loss of consciousness
- lacerations
- trauma to the head or spine
- serious limb injury
- seizure
- administration of EpiPen

GENERAL HEALTH POLICIES (CONTINUED)

JKCP will not be responsible for any medical costs.

Additional Emergency Contact Information

- It is imperative that parents keep the **child's Emergency Information up-to-date**. Contact the office when you need to make changes to your child's record. An emailed link will be sent to you for you to make the changes to your child's form.
- Add John Knox's out-going phone number (206-241-1606) to your contacts to avoid missing important phone calls from us that might be designated "SPAM."
- Empty deleted voicemail messages from the voicemail box to ensure a phone message can be left.

IMMUNIZATION INFORMATION

General Information

Under Washington State law ([RCW 28A.210.080](#)), all students attending public or private schools must provide a “**COMPLETE**” medically verified Certificate of Immunization Status (CIS) or an approved [Certificate of Exemption](#) (COE) **before their first day of school**. Find the CIS form by visiting www.doh.wa.gov/SCCI and clicking on “Certificate of Immunization Status.” John Knox Community Preschool requires the **annual submission** of a CIS or COE for each student.

If a child is missing a dose in a multi-dose vaccine series, they can be admitted to school on “**CONDITIONAL**” status. To remain in school, they must provide documentation that they have received the required doses and are scheduled to receive the remaining doses as soon as medically permissible.

An “**INCOMPLETE**” status indicates partial immunization and the child is considered unimmunized. Unimmunized students must submit a COE form prior to attendance.

Accepted CIS Formats

- 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 to begin the sign-up process.
- A CIS printed by a health care provider or school from the Washington State Immunization Information System.
- A CIS filled out by you or another parent/guardian with medical records attached.

If you are requesting an exemption from one or more of the immunization requirements, you must provide the school a completed COE **prior to the first day of school**. COEs must be submitted annually.

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.

Adapted from the doh.wa.gov website

IMMUNIZATION INFORMATION (CONTINUED)

ACCEPTED: CIS



Certificate of Immunization Status (CIS)

For Kindergarten-12th Grade Entry DOH 348-013 May 2016

Office Use Only:

Reviewed by: _____ Date: _____

Signed Cert. of Exemption on file? ☐ Yes ☐ No

Child's Last Name:	First Name:	Middle Initial:	Birthdate (MM/DD/YYYY):	Sex:
SIMPSON	BART	FRANCIS	01/01/2002	

I give permission to my child's school to share immunization information with the Immunization Information System to help the school maintain my child's school record.

I certify that the information provided on this form is correct and verifiable.

Parent/Guardian Signature Required _____	Date _____	Parent/Guardian Signature Required _____	Date _____
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Assessment of Immunizations

☐ A) Temporary Certificate – Expires _____

☐ B) Complete for GRADE 6-12

FAIL

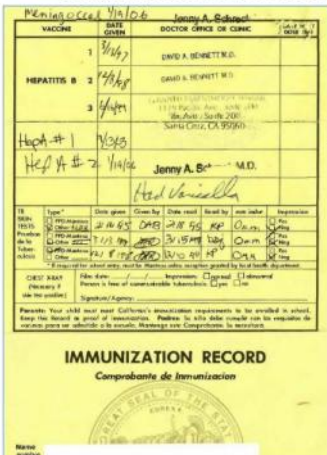
Printed or stamped name, address, phone of qualified healthcare provider (MD, DO, PA, ARNP or Health Department):

Validated by the WA State Immunization Information System 07/19/2018

Certified by (Signature/Stamp or WAIS) _____ Date of Issue _____

Vaccine	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Disease MM/DD/YY	Positive Titer MM/DD/YY	History MM/DD/YY
Required Vaccines for School Entry									
DTaP, DT (Diphtheria, Tetanus, Pertussis)									
Tdap (Tetanus, Diphtheria, Pertussis)									
Td (Tetanus, Diphtheria)									
Hepatitis B									
☐ Check here if 11-15 years, 2-dose schedule used									
MMR (Measles, Mumps, Rubella)									
IPV or OPV (Polio)									
Varicella (Chickenpox)									
Recommended Vaccines									
Hepatitis A									
Hib (Haemophilus influenzae type B)									
HPV (Human Papilloma Virus)									
Influenza									
MCV, MPSV (Meningococcal)									
PCV, PPSV (Pneumococcal)									
Rotavirus									

NOT ACCEPTED: IMMUNIZATION RECORD OR LIST





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CLASS SNACK IDEAS

Parents rotate to provide weekly snacks for the whole class. Please check your **class calendar** to see your scheduled week.

Below is a list of preferred options; providing just **one item from two different groups** is perfectly plenty for the day.

***In consideration of students who have severe allergies to certain foods, avoid all products containing nuts or products produced in a facility with nuts.** Always check ingredient labels, as products and manufacturing processes can change. **If your child has significant food allergies, you may provide an individual snack for your child.**

Easy Nut-Free Snacks

Vegetables

- Baby carrots or cucumber slices

Fruit

- Applesauce or fruit cups
- Fresh fruit (apple slices, seedless grapes, berries, oranges)

Other

- Fruit snacks
- Muffins
- No-nut granola bars
- Breads

Dairy

- String cheese
- Yogurt

Crackers

- Graham
- Wheat
- Ritz
- Cheese
- Rice cakes
- Goldfish
- Pretzels
- Veggie Straws
- Whole grain

BREAKFAST & LUNCH BUNCH IDEAS

Breakfast and Lunch Packing

Packing a healthy meal doesn't have to be complicated! A few simple steps can help your child feel confident and ready to enjoy mealtime at school.

Tips for Success

- Involve your child in choosing and packing their breakfast or lunch. Children are often more excited to eat meals they helped prepare.
- Practice opening lunch containers, snack bags, and water bottles at home so your child can eat independently at school.
- Pack a variety of foods your child enjoys, including fruits, vegetables, whole grains, and protein-rich options.
- Keep portions appropriate for your child's age and appetite.
- Include an ice pack when packing perishable foods to help keep them fresh and safe.
- Label lunch boxes and reusable containers with your child's name.

Simple Nut-Free Breakfast Ideas

- Yogurt with fresh berries and granola (nut-free)
- Whole grain cereal with milk
- Mini bagel with cream cheese
- Cheese stick with whole grain crackers
- Hard-boiled egg with fruit
- Whole grain waffle or pancake with fresh fruit
- Cottage cheese with peaches or pineapple
- Oatmeal topped with cinnamon and raisins
- Breakfast muffin (nut-free) with a banana
- Turkey and cheese roll-ups with apple slices

BREAKFAST & LUNCH BUNCH IDEAS (CONTINUED)

Simple Nut-Free Lunch Ideas

- Turkey and cheese sandwich or wrap
- Ham and cheese roll-ups with crackers
- SunButter® and jelly sandwich
- Cheese quesadilla
- Macaroni and cheese in a thermos
- Pasta salad with cheese and vegetables
- Hummus with pita bread and sliced vegetables
- Chicken salad with crackers
- Cheese cubes, whole grain crackers, and fruit
- Mini pizza bagels (served cold or warm in a thermos)

Easy Nut-Free Snacks

- Fresh fruit (apple slices, grapes, berries, oranges)
- Baby carrots or cucumber slices
- String cheese
- Yogurt
- Applesauce or fruit cups
- Pretzels
- Whole grain crackers
- Rice cakes
- Veggie straws

To help keep all children safe, please avoid packing items that staff would need to heat. Additionally, we have peanut and tree nut free classrooms. Always check ingredient labels before packing, as manufacturers can change their ingredients. Thank you for partnering with us to provide a safe and healthy environment for every child!

2026-2027 TUITION AND FEES

Fee Type	Amount
Registration (per child, invoiced at registration)	\$100
Supply Fee (per child)	\$100
Wee Waddlers Monthly Tuition	\$105
Sibling Rate	\$95
Wee Waddlers Supply Fee	\$35
2's Two-day Classes Monthly Tuition	\$265
Sibling Rate	\$239
2's Four-day Class Monthly Tuition	\$475
Sibling Rate	\$428
3's Two-day Classes Monthly Tuition	\$335
Sibling Rate	\$302
3's Three-day Classes Monthly Tuition	\$500
Sibling Rate	\$450
3's Five-day Classes Monthly Tuition	\$735
Sibling Rate	\$662
Pre-K Four-day Classes Monthly Tuition	\$650
Sibling Rate	\$585
Pre-K Five-day Classes Monthly Tuition	\$810
Sibling Rate	\$729
<u>Alternate School Programs</u>	
Enrichment (see below)	\$275
Spanish (see below)	\$275
Breakfast Bunch	\$10/session
Lunch Bunch	
Two- and Three-year-old Classes	\$20/session
Pre-K Classes	\$10/session



PRESCHOOL FAMILIES CALENDAR 2026-2027

Dates subject to change

MONTHLY

1 Tuition Due

SEPTEMBER

1 Tuition & Supply Fee Due
2 Parent Orientation in PM
3 Student Visits in AM
7 Labor Day - Office Closed
9 First Day of School
14 Breakfast & Lunch Bunch Begin
Enrichment & Spanish Begin
16/17 Chapel
30 Pre-K Walk-a-thon
30 Chapel

OCTOBER

1 Chapel
7/8 Farm Visit
9 NO SCHOOL - Teacher In-service
12-16 School Spirit Week & Book Fair
15 Open House & Book Fair
21/22 Chapel

NOVEMBER

4/5 Chapel
4-6 Picture Days
11 Veterans Day - School in session
13 NO SCHOOL - Teacher In-service
TBD Pre-K Fire Station Tours & Threes Fire Fighter Visits
18/19 Chapel
25-27 NO SCHOOL & OFFICE CLOSED - Thanksgiving Break

DECEMBER

5 Christmas Pageant
9/10 Chapel
21-31 NO SCHOOL & OFFICE CLOSED - Christmas Break

JANUARY

1 NO SCHOOL & OFFICE CLOSED - Christmas Break
4 Students Return
8 NO SCHOOL - Teacher In-service
13/14 Chapel
18 NO SCHOOL & OFFICE CLOSED -
Martin Luther King Day
21 Parent-Teacher Conferences - No Enrichment or
Spanish

JANUARY (CONTINUED)

22 NO SCHOOL - Parent and Teacher Conferences
27/28 Chapel

FEBRUARY

1 Returning Family Registration
8 Open Registration
10 Ash Wednesday Chapel
11 Chapel
12 NO SCHOOL - Teacher In-service
15 NO SCHOOL & OFFICE CLOSED - Presidents Day
24/25 Chapel
25 Pre-K Dad's Sports Night

MARCH

10/11 Chapel
12 NO SCHOOL - Teacher In-service
15-19 Teacher Appreciation Week at John Knox
24/25 Chapel
26 Good Friday
28 Easter Sunday

APRIL

5-9 NO SCHOOL & OFFICE CLOSED - Spring Break
14/15 Chapel
17 Gala
19 Summer Camp Sign-ups Begin
20/21 Zoo (Tentative Dates)
28/29 Chapel

MAY

5-7 Muffins with Moms (check with child's teacher)
12/13 Chapel
14 NO SCHOOL - Teacher In-service
26/27 Chapel
31 NO SCHOOL & OFFICE CLOSED - Memorial Day

JUNE

1 Field Day
2-4 Donuts with Dads (check with child's teacher)
3 Last Breakfast & Lunch Bunch
Last Enrichment & Spanish
3 Pre-K Bike Day
9 Last Day of Class
10 Pre-K Move Up Celebration
14 Summer Camps Begin