

Rise and Shine Preschool

425-691-8325

www.allsaints-lcms.com

2018-2019 School Year

All Saints Lutheran Church
5501 148th Ave NE
Bellevue, WA 98007
425-691-8325 (preschool)
425-881-2925 (church office)
www.allsaints-lcms.com

Welcome

We at Rise and Shine Preschool would like to extend a warm welcome to all of our preschoolers and their families! We look forward to assisting you with the growth and well being of your children.

Mission Statement

At Rise and Shine Preschool our purpose is to foster your child's growth academically, emotionally, socially and spiritually by providing a warm and loving Christian atmosphere.

If you have any questions, concerns or comments please call us at any time.

425-691-8325 (preschool) or 425-881-2925 (church office)

E-mail: preschool@allsaints-lcms.com

We are looking forward to a wonderful school year!!!



“Train a child in the way he should go, and when he is old, he will not turn from it.”
Proverbs 22:6

Ownership

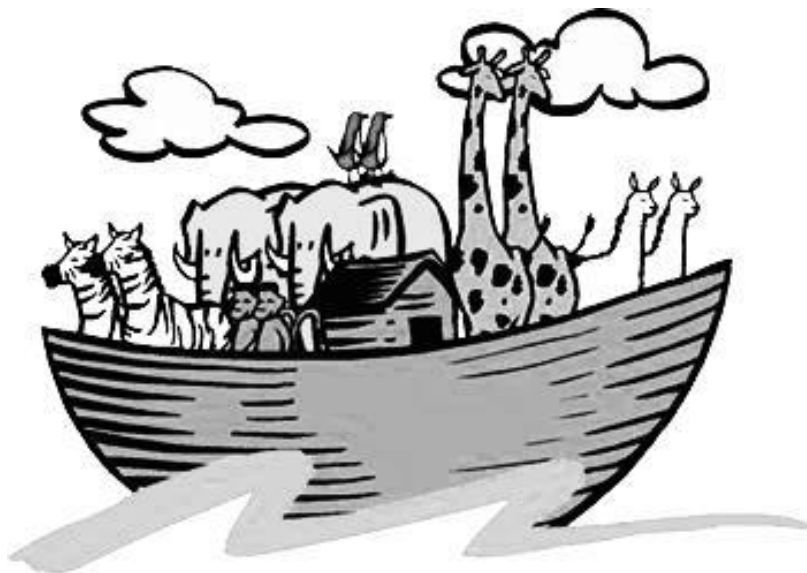
Rise and Shine Preschool is a Children's Ministry of All Saints Lutheran Church. Its supervision and administration are the responsibility of the Board of Christian Education. Our Preschool staff consists of qualified, educated, and loving Christian teachers. Background information about all of the staff can be found on the bulletin board.

Non-Discrimination Policy

It is the policy of Rise and Shine Preschool that no person shall be subjected to discrimination because of race, national origin, sex, religion, or handicap. We will provide all the rights, privileges, programs and activities made available to children at the school to any child regardless of race, national origin, sex, religion, or handicap.

Enrollment Policies

1. Children applying for preschool must be 3 years old by August 31st of the enrollment year. (**No exceptions**)
2. Children must be able to speak and understand English.
3. All preschool children must be able to use the bathroom on their own. No Diapers or Pull-Ups allowed. **Please see Potty/Toilet Training Policy for more information.**
4. All children are to participate in the total curriculum of the school, including Bible lessons and Christian songs.



Tuition/Costs

Rise and Shine Preschool charges a monthly tuition fee and a one-time registration fee. The registration fee covers supplies used throughout the school year and is non-refundable. Checks should be made out to **All Saints Lutheran Church**.

- \$75.00 Non-refundable registration fee payable at the time of registration

Monthly Tuition Fees:

- \$308.00 Monthly preschool tuition for Monday/Wednesday/Friday class
- \$220.00 Monthly preschool tuition for Tuesday/Thursday class
- \$400.00 Monthly preschool tuition for Monday/Tuesday/Wednesday/Thursday class

(10% discount for members of All Saints Lutheran Church)

Tuition is due on the **FIRST** school day of the month, and tuition is the same amount every month regardless of weeks, September through May. No credit will be given for absences due to vacation, illness or holidays. There is a \$30 late fee for tuition paid after the 10th of the month.

Fees may be paid by check, cash or credit card. (Please write the child's name on the memo line of the check.) If you wish to pay by credit card there are additional processing fees. Therefore the registration fee is \$78.00 and monthly tuition is \$320.00 (3-day class) \$229.00 (2-day class) and \$415 (4-day class).

- \$10.00 late fee for children picked up more than 10 minutes late; After the first 10 minutes you will be charged \$1 per minute.
- **For extended family vacations longer than one month, you will be expected to pay full tuition to maintain your child's enrollment.**
- Fourteen (14) days written advance notice is required if you plan to withdraw your child at any time before or during the school year. If advance written notice is not provided, you will be expected to pay full tuition for the next month.



Curriculum and Daily Schedule

Curriculum



We use the “Zoo-Phonics” preschool literacy curriculum. Students gain a firm foundation of the letter sounds and shapes and soon learn uppercase letters and letter names, and how to apply them to text.

Our “One in Christ” preschool curriculum strives to communicate God’s love and His Word in the Bible through age-appropriate learning activities. We have weekly Bible stories and daily lessons which are emphasized during “Bible Time” with songs, games, crafts, and prayer. Our children attend weekly chapel services with our pastor.

Our weekly lessons include working with the alphabet, numbers, colors, shapes, math and science projects, music development, and daily Christian living.

Daily Schedule

We have three preschool classes that meet from September through May. The 3-day class meets Monday/Wednesday/Friday; the 2-day class meets Tuesday/Thursday and the 4-day class meets Monday/Tuesday/Wednesday/Thursday. Morning classes are from 9:30am-12:30pm and the afternoon class is 1:30pm-4:30pm. All sessions combine 3 and 4-year-old students.

9:30am / 1:30pm	Free choice play
9:45am / 1:45pm	Circle time (prayer, calendar, classroom jobs, weekly theme)
10:15am / 2:15pm	Learning centers (letters, numbers, colors, shapes)
10:45am / 2:45pm	Bathroom / wash up
11:00am / 3:00pm	Snack time
11:15am / 3:15pm	Outside play (weather permitting)
11:45am / 3:45pm	Bible Time and Activity (Chapel with Pastor on Wed./Thurs.)
12:15pm / 4:15pm	Story time
12:20pm / 4:20pm	Show-and-Tell
12:30pm / 4:30pm	Closing

The above schedule will vary with the interests of the children in a particular day’s activities. There will be certain days when an activity is extended because of its value to the children and their enjoyment of it.

Other special activities may include:

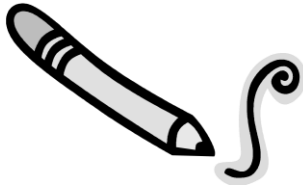
Painting	Nature walks	Cutting
Singing	Games	Story time
Creative art	Science activities	Movement skills
Cooking	Drawing	Puzzles



School Calendar

For the most part, with the exception of the first and last day of school, we will follow the Lake Washington School District calendar. Please check your monthly preschool calendars for reminders of the days we will not have school.

For the 2018/2019 school year, the following are days we will not have school:



Tuesday/Wednesday, October 9 & 10 (Teacher Conference)
Friday, November 12 (Veteran's Day)
Thursday/Friday, November 22 & 23 (Thanksgiving)
December 24 – January 4 (Christmas Break)
Monday, January 21 (Martin Luther King Jr. Day)
February 14 & 15 (Mid-winter break)
Monday, February 18 (President's Day)
April 8 - 12 (Spring Break)
Monday, May 27 (Memorial Day)
May 30 & 31 (Last days of school)

Our Open House (children and parents) and our First Day of School will be:

- 2-day class: Open House, Tuesday, September 4th, 9:30am – 10:30am. First day of school, Thursday, September 6th
- 3-day class: Open House, Wednesday, September 5th, 9:30am – 10:30am. First day of school, Friday, September 7th
- 4-day class: Open House, Wednesday, September 5th, 1:30pm – 2:30pm. First day of school, Thursday, September 6th.

In the winter, if Lake Washington Schools are **CLOSED** or **DELAYED** due to snow or other weather-related problems, we will **NOT** have preschool. A recorded message will be left on the preschool voicemail if we do not have school for any reason.

If your child is going to be absent any time during the school year due to vacations, illness, etc... PLEASE call and let us know.

Special Programs

Singing: Twice a year the preschool children will sing during the church worship service on a Sunday morning. These are special opportunities for you to meet the parents of other preschool children and the members of All Saints Lutheran Church. These singing programs usually occur in December and in April/May.

Prayer Buddies: A member of All Saints Lutheran Church will be praying for your family throughout the school year. On special occasions you may receive a card from your child's prayer buddy.

Scholastic Book Orders: Several times throughout the school year you will have an opportunity to order storybooks for your home. These books are usually inexpensive and age-appropriate for preschool children.

Snacks

The daily snack usually includes 100% fruit juice or water and crackers or fruit. All food is provided, and sometimes the children will assist in the preparation of snacks. While the emphasis is on nutrition, sweets are occasionally enjoyed. All snacks do not contain nuts, but may be processed in a place with nuts. Ingredients are available upon request.

If, at any time during the school year, you and your child would like to bring in a special snack to share, please just let us know.

Birthdays

Birthdays are special days. Your child will receive a birthday crown and we will sing “Happy Birthday”. (Summer birthdays will be celebrated during the month of May.) If you would like to send a simple birthday snack, please let us know ahead of time. According to Washington state law, please bring in only store-bought items, fruit or vegetables must be uncut, and all food must be in its original container. Please, NO cupcakes or cake with frosting. Other snack suggestions are: cookies, rice-crispy treats, crackers or fruit.

Clothing

We provide a variety of hands-on activities, which can be messy. Please send a set of spare clothes to school (shirt, pants, underwear, and socks) in the event your child has an accident or a spill. These will remain in your child’s cubby at school throughout the year.

Children need to come to school prepared for the weather and possible weather changes. We try to go outside to play each day for about 15-20 minutes. If in doubt, please send along a coat or sweater with your child. Please write your child’s name inside his/her coat so it is easier for the teachers to help students identify it.

Parking Lot Safety Policy

Your child’s safety is our top priority. Please drive under 10 miles-per-hour when entering and leaving our parking lot. Parking is available in marked parking spaces and you must have a visible disability placard if you park in a designated disability parking space. **ABSOLUTELY NO CELL PHONES WHILE DRIVING IN OUR PARKING LOT.**

Behavior Guidance Policy

- Every child (and staff) should always feel safe, respected and loved.
- Allow the child to gain acceptable problem-solving skills to resolve conflict.
- Redirect children from problems to a more constructive activity to reduce conflict.
- Corporal punishment of children is prohibited
- Timeouts may be required and typically will not exceed your child's age; for example – 3yr old child would get no more than 3 minutes of timeout.
- Provide immediate and directly related consequences for a child's unacceptable behavior.
- Separation from the group is prohibited unless:
 - a. Other behavior guidance methods were tried and were ineffective
 - b. The child's behavior threatens the wellbeing of the child or other children in the program

An Incident Report Form may be filled out when a child's behavior is unacceptable. The form must be signed by the parent and returned to the director.

After the child receives a 2nd Incident Report form, parents may be asked to meet with the director and the teacher to plan a course of action or depending on the severity of the behavior, the child may be removed from our preschool.

After the child receives a 3rd Incident Report Form, there must be a mandatory meeting with parents, teacher and director to review the plan and the parents are given a written warning that any more future incidents may result in their child not returning to the preschool.

Prohibited actions include but is not limited to:

- Hair pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking
- Rough handling

Potty/Toilet Training Policy

When a child begins enrollment, he or she must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers or teacher assistants. Assistance with hand washing reminders and clothing fastening will be given if necessary.

In the event the child is found not to be fully potty trained as indicated by three "accidents" (inability to reach the toilet on time, wetting or soiling undergarments), at the discretion of the teacher, the child will be asked to take a 2-week leave from the center to work towards readiness. If upon returning the child still is not trained as indicated by one or more accident(s) the child may be withdrawn from our preschool. During the times of leave the parents will be billed as if the child were attending as enrollment will be reserved for their child. Parents have the option to decline the enrollment reservation, which would mean the child's name would go on enrollment waiting list if requested by the parent.

Soiled garments will be placed directly in a Ziploc bag with a note attached, to be sent home. If your child needs to use preschool clothing, please wash and return by your child's next class. Rise and Shine Preschool is not equipped or staffed to meet Washington State standards and health requirements to diaper or assist in the toilet training process.

School Health Care Policy

In the event that your child is not feeling well and you plan to keep him/her home, please call and let us know. The following are a few helpful guidelines of when to keep your child home:

- Yellow or discharge from the nose may be a sign of infection. If your child has green nasal discharge, he/she will be sent home until the color of the discharge changes to light yellow.
- If your child has a fever above 100 degrees, he/she must remain at home until they have been fever free for 24 hours, without using fever reducing medication.
- A child with a sore throat, especially with fever or swollen glands, should remain at home until symptom-free for 24 hours.
- Pink eye or conjunctivitis is highly contagious. If your child has discharge from the eye(s) or redness of the eyelid(s) or surrounding tissue, your child needs to remain at home until the symptoms resolve, he/she has medical clearance from the doctor to return to school, or he/she has received 24 hours of treatment, if prescribed.
- Chicken pox is extremely contagious and your child needs to stay home. Children may return when all sores are scabbed over and healing and child has no fever and no longer itchy or feeling ill. Please do let us know if your child has been exposed to chicken pox.
- Children with vomiting, diarrhea or stools that contain blood or mucus need to stay home. The child may return to school after being symptom-free for a minimum of 24 hours or as advised by the doctor.
- In the event your child has been infected with head lice, he/she **SHOULD NOT** attend school until treatment has begun and all signs of eggs or nits are gone.

Children's immunizations **MUST** be up-to-date. The Certificate of Immunization or physician signed Certificate of Exemption must be provided by the first day of school. If that requirement is not met by the first day of attendance, the child is allowed to attend on "conditional" status. If the parent cannot provide the required documentation or proof that the child is making progress towards full immunization by the 20th day of school, the child will not be allowed to continue to attend.

In the event of a serious injury or illness, every effort will be made to notify you as soon as possible. If parents are unavailable, we will notify your personal physician. If these attempts are unsuccessful, 911 will be called or the child will be transported to the emergency room.

