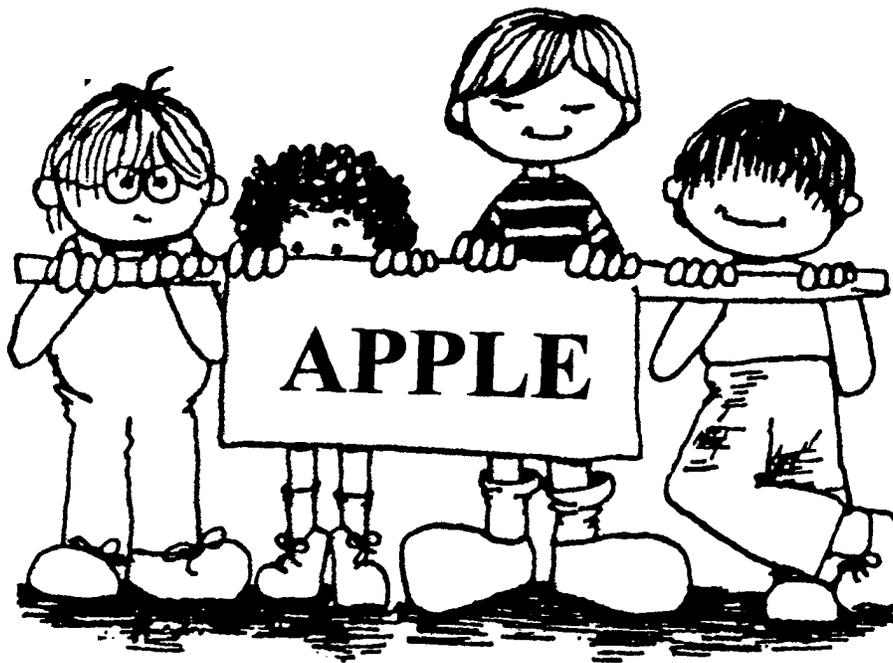


# APPLE Preschool



**Arlington School District**

## Family Handbook

2018-2019

## TABLE OF CONTENTS

<b>What is ECEAP/APPLE Preschool?</b>	1
<b>Staff</b>	2
<b>Parent Information:</b>	
Admission Requirements and Enrollment Procedures	3
Arrival: Pick up & Drop off	3
Attendance: Absences and snow days	4
Child Guidance; Discipline Policy & Behavior support	5
Class Day Schedules and Classroom Rules	6
Clothing	7
Confidentiality	7
Photograph Policy	7
Creative Curriculum	8
Family Participation: Volunteers	9
Field Trips	9
Family Services	10
Toileting	10
Hand washing	11
Health and Dental	11
Holiday's, Birthday's and Family Traditions	11
Home Visits and Conferences	12
Meals and snacks	12
Medical Emergency Procedures	13
Medication	14
Non-Discrimination	14
Parent Complaint Procedure	15
School Emergency Procedures	16
Sick Children/Parents	17
Transportation	18
Tuition Based Preschool	18



Arlington  
Partners for  
Pre-Kindergarten  
Learning  
Enhancement

**APPLE/ECEAP Goals:**

- To provide a quality comprehensive pre-kindergarten program to foster the development of the whole child and enhance opportunities for success in school life.
- To support parents potential as the child's first and most important teacher.
- To support families in health, nutrition and setting goals for the families best success.

## Staff Information

### OFFICE

Carrie Saunders - Program Manager  
Barb Hammond - Family Support Coordinator  
Trisha Lowery - Family Support Coordinator

### YELLOW CLASS AM

Angela Rosenstiel - Teacher  
Kristi Woldstad - Assistant Teacher

### BLUE CLASS AM

Melissa Vanney - Teacher  
Cheryl Vlach - Assistant Teacher

Heather Swanson - Morning Class Assistant Teacher Yellow & Blue

### GREEN CLASS PM

Melissa Vanney - Teacher  
Stacie Wallace - Assistant Teacher

### ORANGE CLASS PM

Cheryl Vlach - Teacher  
Kristi Woldstad - Assistant Teacher

Taylor Olson - Afternoon Class Assistant Teacher Green & Orange

APPLE Main Office (360) 618-6434

## Admission Requirements and Enrollment Procedures

- Early Childhood Education and Assistance Program (ECEAP) is a no fee social/health/educational program available for families with limited income and who have children who are four years old by August 31st. We do enroll some 3 year olds.
- You must complete all enrollment forms.
- You will need proof of income for the last twelve months (check stubs, W-2, Tax return, unemployment benefits, etc.). Cash Grant, TANF recipients, and foster children automatically meet the income eligibility requirements.
- A current physical exam, dental screening and up-to-date immunization record for your child is required.
- You must provide a copy of the birth certificate to verify your child's birth date.

### Arrival:

#### Pick Up and Drop Off

You are welcome in the classroom at any time. You may not eat or drink in the classroom, and cell phone usage is not allowed. We ask that the parents, or an approved person from the pick up list, pick up their children from the morning class and drop them off for the afternoon class. If another adult is picking up or dropping off your child regularly, you need to give permission in writing. Only designated adults or siblings 14 years or older will be allowed to pick up ECEAP students. If there is a change in your child's transportation or the person picking up your child, please let the teacher know in writing. We will ask for picture I.D. until we are familiar with the individual picking up your child.

Parents need to enter the gate that is assigned for APPLE Preschool Families. Your family will be assigned an APPLE visitor badge. **Everyone picking a student up must wear an APPLE ECEAP Visitor Badge while you are on the Stillaguamish Valley Learning Center site.** These rules are in place for the safety of your child, and all children attending the school.

School is only 2.75 hours a day, so please arrive on time for preschool. ECEAP staff will be busy preparing before class and will not be able to supervise your child if you arrive early. Please be considerate of the teacher's preparation and lunchtime by picking up your child on time.

If a child is picked up late more than two times a parent or guardian will have to meet with Family Support staff to develop a plan for on time pick up.

## **Attendance:**

### **Absences and snow days**

All children are expected to be at preschool every day with exceptions for illness and appointments. Refer to page 17 for details on illness.

Children who attend school regularly learn more and are more successful. When you as the parent/guardian make sure they are at school every day, you show that learning and education is important. It is our hope to establish patterns of good attendance that will support your child's future success.

Please plan your vacations and trips during the school holidays and breaks. If you are having a hard time getting your child to school every day on time please let APPLE staff know. They are willing to work with you and to find ways to address your child's unique needs and support his/her learning and success.

### Absences

If your child will not be at school for any reason, or you are unable to keep your home visit appointment, please call the office at 360.618.6434.

If a child has frequent absences, ECEAP staff will work with parents to try to resolve attendance issues and when appropriate, make referrals or provide resources to assist with the improvement of the student's attendance.

Students who miss three weeks or more (vacation or other reasons) will be unenrolled from ECEAP and placed on the waiting list so their spot can be filled with another child.

### Snow Days

If there is a late start of Arlington School District there will be no APPLE Preschool classes.

Listen to the radio or television for announcements. Any missed classes will be made up at the end of the school year if the preschool hours do not meet State requirements.

KIRO 710  
KING 1090

You can also check online at <http://asd.wednet.edu/> for updates.

## **Child Guidance:**

### **Discipline Policy and Behavior Support**

Our goal is to create an environment in which each child experiences success. Staff provide support, guidance and nurturing to each child in order to help children gain skills to identify and express feelings. The staff model problem solving in the classroom with questions and observations to help children learn how their behavior might affect others. Children are encouraged to solve problems with others, make healthy safe choices and gain self-control.

All children have an Individual Learning Plan (ILP) developed in partnership by teachers and parents. Social/Emotional goals are included as appropriate.

When a child shows behaviors of concern, staff will discuss the behaviors with parents. If a child shows challenging behaviors that puts their physical safety at risk, impacts the safety of others or poses serious property damage, limited restraint procedures will be used, following the Right Response training procedures. The child's family will be contacted as soon as possible. Family members will be asked to partner with staff to develop a plan to address any behaviors of concern.

#### Discipline Policy

No child will be physically punished while at the preschool by any adult, including the child's own parent.

Physical punishment includes spanking, swatting, or otherwise hitting; pinching; shaking; or other forms of rough handling.

Similarly, children are not to be verbally abused by any adult while at the preschool. This includes swearing at a child, mocking or belittling a child or threatening a child.

APPLE staff is required to be mandated reporters. If you have questions or concerns about mandated reporters please speak to your child's teacher, family support staff or the Program Manager.

#### Expulsion Policy

APPLE/ECEAP Preschool maintains a "no expulsion" policy in accordance with the ECEAP Performance Standards. Staff will work with families to exhaust every effort in making your child's ECEAP experience a success for both the child and family.

## Class Schedules:

### Typical Day and General School rules

APPLE offers half day classes that follow Arlington School District's traditional school year.

- **Blue Class & Yellow Class attend Monday – Thursday, 9:00 – 11:45pm**
- **Green Class and Orange Class attends Monday – Thursday, 12:45 - 3:30pm.**

**Parents, who are dropping off and/or picking up their children from school, must use the gate designated for the APPLE ECEAP Preschool students and must wear the badge assigned to the family. Parents must go to the classroom to sign your child in and out.**

Please: no arrivals earlier than five minutes prior to the start of class and **no late pick up.**

### Typical Day

APPLE preschool classes have a daily routine including check in, meal time, circle time with stories, music, sharing, small group time with teachers, choice time, a rotating variety of activity centers and outside play.

The educational program is set up to address each child's developmental level and needs. Teachers observe, assess and plan to facilitate children's growth in all areas. If there are concerns the ECEAP staff will work with parents to see if additional assessment and services are needed.

**We invite you to come into the classroom so you can see what it is like and what your child is learning. We believe families are children's **first and most important** teachers. We work with you as partners to support your child's learning and success. When parents and teachers work together, students are much more successful.**

### General Classroom Rules

**THINGS TO LEAVE AT HOME: Candy, gum, guns, money, all toys, balloons. If items are brought to school, they have to stay in backpacks, unless the teacher requested the student to bring in something.**

**Coffee:** Coffee/tea is available for parents in the APPLE office/Parent Room over at Stilly Valley Learning Center (SVLC) Portable 10.

**Smoking:** The Arlington School District property is a NO Drugs, NO Smoking, and NO Gun Zone.

**You are welcome in all areas of the preschool at anytime. Check in with the teacher upon arrival and sign in on the Volunteer Sign In sheet.**

## **Clothing**

It is important that your child is dressed ready for play! We go outside everyday, please send a warm jacket, sweatshirt and/or raincoat. Clothing and shoes should be suitable for running, jumping, tricycle riding and climbing. Please no extra loose clothes, no flip flops, dress up shoes with heels or slippery shoes.

You will be happy to know we will be doing a great deal of painting, pasting, gluing, etc. We will also be doing mud, sand, and water activities. Even though every attempt will be made to see that your child wears an apron when possible, some paints and other materials we use may stain. It is important that your child feels comfortable to enter into messy play without worrying about soiling good clothing. Please dress your child in clothes that you and he/she and you will not care about getting dirty and that allows them to move about freely.

Every child needs an extra set of clothing to be kept at school in case a change is necessary. Include: socks, underwear, pants, shirt, and any other items you feel are important. Put all items in a bag with your child's name on it.

## **Confidentiality**

The information you share with ECEAP is strictly confidential. All records are double locked. We will not release any verbal or written information regarding medical, dental, nutrition, mental health, family or educational information without a signed parent consent form. The only exception to this policy would be to report to Child Protective Services. All staff members at APPLE/ECEAP Preschool are mandated reporters. This requires us to comply with the mandatory reporting requirements of RCW 26.44.030 pertaining to child abuse and neglect without parent permission.

All written records that APPLE/ECEAP no longer requires will be disposed of in a safe and secure manner. All documents with Personal Identifying Information will be shredded if the parent or guardian does not want it.

All electronic records are stored in databases that require secure login information. Computers are never left unattended. When there are no staff members in the office with the computers the doors are locked.

All records are the property of the district but will be available in an orderly and timely manner to parents or guardians who request them.

## **Photograph Policy**

Photographs in the classroom, on field trips, or at Family Events are only permitted if you are only taking a picture of your child. If you would like to include another child you must get permission from the parent or guardian. No photographs of other children can be distributed through social media.

## **The Creative Curriculum® Goals and Objectives at a Glance**

<p><b>Social/Emotional Development</b></p> <p><u>Objective 1: Regulates own emotions and behaviors</u>  a. Manages feelings  b. Follows limits and expectations  c. Takes care of own needs appropriately</p> <p><u>Objective 2: Establishes and sustains positive relationships</u>  a. Forms relationships with adults  b. Responds to emotional cues  c. Interacts with peers  d. Makes friends</p> <p><u>Objective 3: Participates cooperatively and constructively in group situations</u>  a. Balances needs and rights of self and others  b. Solves social problems</p> <p><b>Physical Development</b></p> <p><u>Objective 4: Demonstrates traveling skills</u>  <u>Objective 5: Demonstrates balancing skills</u>  <u>Objective 6: Demonstrates gross-motor manipulative skills</u>  <u>Objective 7: Demonstrates fine-motor strength and coordination</u>  a. Uses fingers and hands  b. Uses writing and drawing tools</p>	<p><b>Language</b></p> <p><u>Objective 8: Listens to and understands increasingly complex language</u>  a. Comprehends language  b. Follows directions</p> <p><u>Objective 9: Uses language to express thoughts and needs</u>  a. Uses an expanding expressive vocabulary  b. Speaks clearly  c. Uses conventional grammar  d. Tells about another time or place</p> <p><u>Objective 10: Uses appropriate conversational and other communication skills</u>  a. Engages in conversations  b. Uses social rules of language</p> <p><b>Math</b></p> <p><u>Objective 20: Uses number concepts and operations</u>  a. Counts  b. Quantifies  c. Connects numerals with their quantities</p> <p><u>Objective 21: Explores and describes spatial relationships and shapes</u>  a. Understands spatial relationships  b. Understands shapes</p> <p><u>Objective 22: Compares and measures</u>  <u>Objective 23: Demonstrates knowledge of patterns</u></p>	<p><b>Cognitive Development</b></p> <p><u>Objective 11: Demonstrates positive approaches to learning</u>  a. Attends and engages  b. Persists  c. Solves problems  d. Shows curiosity and motivation  e. Shows flexibility and inventiveness in thinking</p> <p><u>Objective 12: Remembers and connects experiences</u>  a. Recognizes and recalls  b. Makes connections</p> <p><u>Objective 13: Uses classification skills</u>  <u>Objective 14: Uses symbols and images to represent something not present</u>  a. Thinks symbolically  b. Engages in sociodramatic play</p> <p><b>English Language Acquisition</b></p> <p><u>Objective 37: Demonstrates progress in listening to and understanding English</u></p> <p><u>Objective 38: Demonstrates progress in speaking English</u></p>	<p><b>Literacy</b></p> <p><u>Objective 15: Demonstrates phonological awareness</u>  a. Notices and discriminates rhyme  b. Notices and discriminates alliteration  c. Notices and discriminates smaller and smaller units of sound</p> <p><u>Objective 16: Demonstrates knowledge of the alphabet</u>  a. Identifies and names letters  b. Uses letter-sound knowledge</p> <p><u>Objective 17: Demonstrates knowledge of print and its uses</u>  a. Uses and appreciates books  b. Uses print concepts</p> <p><u>Objective 18: Comprehends and responds to books and other texts</u>  a. Interacts during read-alouds and book conversations  b. Uses emergent reading skills  c. Retells stories</p> <p><u>Objective 19: Demonstrates emergent writing skills</u>  a. Writes name  b. Writes to convey meaning</p>
---	---	---	---

## Family Participation: Volunteers

Family participation is an important part of having your child enrolled in the APPLE/ECEAP program. Statistics indicate a major factor in determining a child's success in school, is family involvement! There are a variety of opportunities and ways families can be involved and show their child that school is important.

We encourage parent involvement on many levels. **ALL volunteers** must complete and pass a background check.

If you are planning to volunteer in the classroom on a regular basis we require you to provide us with a negative TB test. **We also require you to attend one of our volunteer trainings at APPLE ECEAP Preschool.** We will provide dates and time for those trainings.

### Volunteer Opportunities

- Help in the classroom with activities
- Chaperone on field trips
- Do a cooking activity in the classroom
- Prepare classroom materials **(can be done at home)**
- Organize and plan field trips
- Help plan monthly parent meetings
- Assist with family events
- Participate in Snohomish County ECEAP Policy Advisory Council
- APPLE ECEAP Site Policy Advisory Council
- Help with the parent newsletter
- Translate for our non-English speaking families
- End of the Year Celebration

Please let us know how you would like to be involved in your child's classroom.

## Field Trips

Field trips may be planned throughout the school year, as the budget allows. These are intended to give children an opportunity for firsthand experience outside the classroom in order to reinforce and expand learning. Parents will be given advance notice of these field trips and a signed permission form will be needed in order for your child to participate.

In addition to specific planned field trips, the classroom teachers will be taking the children on walking trips to various nearby locations such as parks, stores, libraries, etc. Since these trips are often spontaneous, we ask that you sign a general permission form that allows your child to participate.

## **Family Services**

During your family's time at APPLE Preschool you will get to work with the Family Support Coordinator.

Family Support services include:

- Three family support visits per year which focus on;
  - Your family strengths
  - Identifying and working toward goals
  - Resource connection and support
  - Ideas for supporting your child's learning at home
  - Kindergarten Readiness
  - Other topics you express interest in
- Parent meetings, workshops and classes including Parenting Communications and Skills, Health Care Institute (HCI) and other topics of interest for parents.
- Family nights and fun family activities, usually including meals and childcare.
- Parents will be invited to help plan activities.
- Information and referrals to community and state wide resources
- Partnering with families in order to ensure children receive medical and dental exams and follow-up, necessary immunizations and mental health services if needed.

## **Toileting**

We do not have appropriate staff or facility requirements to change diapers. If your child is not completely potty trained we require that they come to school wearing a pull up. If they urinate in the pull up they need to be able to take the used pull up off, clean themselves, then put a new pull up on. If they have a bowel movement in the pull up a parent will have to be available to come to the school and change them.

## **Hand washing**

Staff and children are required to wash hands:

On arrival into the classroom

Before and after water play

Before food preparation or eating

After toileting or dealing with any bodily fluids such as sneezing or blowing their nose

And after touching any contaminated surface

## **Health and Dental**

The goal of the health and dental services component is to access the local community and county resources to provide the needed health services to the enrolled child. In actualizing this goal, the preschool program will work with the parents.

Advance informed consent will be obtained prior to any provision of health and dental services to children. Health and dental screenings and physical exams will be completed within sixty days of enrollment. Parents will receive the results of height, weight, vision and hearing screenings.

An organized health education program for staff, parents and children will be implemented. Health activities will be integrated into the classroom curriculum. Brushing teeth is part of the child's classroom experience.

## **Holiday Curriculum/Family Traditions**

A philosophy of our program is to honor diversity. Children come from a variety of cultural and ethnic backgrounds. It is our desire to be inclusive; we will happily include a variety of cultural festivities. Please feel free speak to staff about bringing in experiences to share your culture.

## Home Visits/Conferences

We begin the year with a home visit by the Teacher and a Para-Educator who will come to your home to discuss your child's development, administer a Brigance assessment and work with you to set classroom goals for your child.

Parent/Teacher conferences typically take place in the fall and again in the spring, if you have concerns you may request a conference at any time.

The Family Support Coordinator will meet with each family three times in a year offering a variety of support and resources.

## Meals and Snacks Served

The Program meets the nutritional requirements set by the USDA School Lunch program regarding lunch and snacks.

Meals will be prepared by school district staff and served "Family Style" (where children are invited to serve themselves) at APPLE preschool by the classroom staff. The morning classes will be served a hot breakfast, the afternoon class will be served hot lunch. A variety of foods will be offered and APPLE staff will encourage children to try all foods.

Planned monthly activities will provide opportunities for the children to cook with adult supervision.

Each food service worker has a Food Workers Permit and will meet all sanitation requirements.

Children with food allergies, medical, religious or cultural food preferences will be accommodated. The child's doctor must provide an allergy form, or a food preference form must be signed.

**In order to comply with ECEAP Standards birthday snacks cannot be more than 9 grams of sugar (unless yogurt). This means we cannot allow cupcakes or cookies that have more than 9 grams of sugar, to be served. If you would like to bring in a birthday treat and would like ideas on what you can share to celebrate your child's birthday, please ask your teacher.**

## Medical/Emergency Procedures

### Minor Injuries

Staff trained in first aid will take appropriate steps and refer to the First Aid Guide. Cuts and scrapes are **washed and bandaged**. Ice is applied to bumps and nosebleeds stopped with pinching. Parents will be informed of any injury/illness that occurred with their child while at school. An incident report will be filled out and kept on file.

### Major Injury

Detailed emergency procedures are posted. First aid is given, the parent is telephoned, the child's physician is telephoned and his/her instructions are followed. In major, life-endangering emergency, we call 911 for **assistance first**. If a parent cannot be contacted, staff will call the contact person listed in the child's file.

### Fire

We hold monthly fire drills to familiarize children and adults with the routine and to practice using the correct exits. Children gather in the field while we take attendance roll. The evacuation plan is posted in each room by the exit door.

### Earthquake

Should there be an earthquake, the children should get under tables (inside) or away from the building (outside). After shaking stops, we follow fire drill procedures.

### Lock-down

Our priority is to keep your children safe from harm; procedures are in place to shut down the classroom from all intruders. We do not answer phones or come out until given the all clear. More details are available on page 16, under Emergency Procedures.

## **Medication**

Any medication to be administered and/or disbursed to a child must be carried by an adult to the Nurses office at Eagle Creek Elementary. The medication will be administered by the nurse on staff.

Prescribed oral medication may be administered and/or disbursed to students on a scheduled basis upon written authority and instructions from a parent with a signed and dated verification accompanied with written directions from a licensed physician or dentist.

Requests shall be valid for not more than the current school year. The prescribed medication must be properly labeled and be contained in the original prescription bottle. The administer and/or disbursing of prescribed drugs shall:

1. Collect the medication authorization form properly signed by the parent and by the prescribing physician or dentist.
2. Store prescription drugs (no more than a two (2) weeks supply) in a locked cabinet, along with the authorization form.
3. Maintain a daily record on the Accident, Illness and Medication Log, which indicates when the prescribed oral medication was administered and/or disbursed and by whom.

## **Non-Discrimination**

APPLE/ECEAP Preschool will not deny services to, or discriminate against any person who meets the eligibility criteria for ECEAP on the basis of gender, race, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, family configuration, sexual orientation, culture or public assistance recipient status.

ECEAP complies with the Americans with Disabilities Act (ADA).

## Parent Complaint

Parent opinions and ideas are important to us. The following complaint procedure applies to all staff, parents and volunteers.

1. Talk directly to the person involved in a sincere attempt to work out the problem. Your Family Support Staff, Teacher or other staff can help you with this if you need assistance.
2. Fill out the Snohomish County ECEAP Parent and Community Complaint Resolution Form, available at the APPLE/ECEAP office and give it to a staff member within 10 working days of when the problem became apparent.
3. If the problem persists and cannot be resolved, contact the APPLE Program Manager. A meeting can be set up within 4 school days with the involved parties.
4. If the problem still cannot be resolved, contact the Arlington School District Director of Early Learning within 7 days.
5. If the problem still persists after these efforts your ECEAP program will notify the ECEAP Education and Family Support Coordinator at Snohomish County Human Services within 2 business days.
6. If a resolution of the complaint cannot be reached, the Program Manager of APPLE/ECEAP Preschool will contact the State ECEAP Office immediately following step 5.

We believe open, honest communication is the healthiest way to work out any issues. We encourage all parents to speak up and share your ideas, opinions and concern. Parents should feel comfortable to give their suggestions at any time.

# School Emergency Procedures

We realize that it is the natural tendency to go straight to your child, but please help us by following these procedures:

- Please park on the street. Do not park on campus. Emergency vehicles need access to our building
- **BRING YOUR PICTURE ID**
- You must go through Step 1 and Step 2 (as described below) in order to pick up your student.
- The Student Release station will be set up after all students are accounted for.
- **No student will be released without going through Step 1 first!**

## **STEP 1 ~ ID CHECK W/ STAFF AT STUDENT RELEASE TABLE**

- Fill out a release form
- Show picture ID
- Take completed staff approved form to Step 2 Gate
- A runner will bring your student to Step 2 Gate to reunite with you

## **STEP 2 ~ STUDENT PICK UP GATE**

- Please wait patiently in line
- Hand over your release form to staff at gate
- You are reunited with your student.

Due to the number of students at the school, Student Release may take some time. ***Please be patient and remain calm.***

**OUR FIRST GOAL DURING ANY EMERGENCY IS TO KEEP STUDENTS SAFE!**

## **Lockdown & Shelter In Place Release Procedure:**

- Doors will be locked, a “Lockdown” OR “Shelter In Place” (SIP) sign will be in the office door window, police may or may not be present. (“Shelter in Place” means people are protected inside from airborne hazards.)
- If we are in lockdown or SIP, please return to your vehicle. We cannot break the school “seal” when in a SIP or lockdown situation
- Please do not call the school. Phone lines should remain open.
- Connect-Ed may be used to notify parents of the situation if time permits
- If lockdown or SIP lasts for an extended period of time, parents may need to go through Step 1 and Step 2 procedures to pick up their student.

**If a Lockdown Or Shelter In Place occurs during arrival and dismissal times, please follow directions from staff.**

## **Sick Children/Parents**

If your child is not well enough to participate in all normal activities, he/she should not be at the preschool. This includes normal outdoor play.

Each child shall be observed for signs of illness each day. Children who are ill, tired, or upset shall be given a chance to rest in a quiet area under frequent observation. In the case of more severe illness, the child shall be separated from other children and properly attended until arrangements are made for return to home. Illnesses and incidents will be recorded on the accident, illness and medication log.

### **CHILDREN OR PARENTS WILL NOT BE PERMITTED AT PRESCHOOL OR TO PARTICIPATE IN A HOME VISIT WITH ANY OF THE FOLLOWING:**

#### **Fevers**

Children with fevers must be free of fever for twenty-four hours before returning to the preschool. Staff will take temperatures if a child's condition warrants it. A child will be excluded with even a slight fever if combined with other signs of illness: runny nose, unusual listlessness, etc.

#### **Vomiting**

Within the past twenty-four hours.

#### **Diarrhea;**

A child with one loose or watery stool will be observed. If it is repeated, the child must be sent home. Children who have diarrhea shall not return to the preschool the following day and may only return after they have had at least one normal bowel movement.

#### **Eye discharge or pink eye;**

Children with conjunctivitis (i.e. pink-eye) may not attend preschool until they are symptom-free for 24 hours.

A child that has fatigue, preventing participation in regular activities should stay home.

Earaches and/or ear draining, unusual listlessness, red or watery eyes, unexplained rashes or sores, difficulty in breathing, headaches, croupy coughs, etc.

## Transportation

Parents transporting their children to school need to walk them all the way into the classroom and pick them up from the classroom. Parents are required to sign in and sign out their children. Children will not be allowed to leave school and walk to a parent parked outside. This is for safety reasons, as well as it allows the teacher to make personal contact with the parent at the beginning or end of the preschool day.

Transportation may be provided for some enrolled families by the Arlington School District depending where you live. If you live within walking distance of Eagle Creek School, you will be responsible for your child's transportation to and from school for APPLE Preschool as well. To find out the location of your bus stop and when the bus will pick up or drop off your child please call **360.435.3307**

If your child needs to ride a different bus after school and/or be dropped off at a different location than the regular address, a written note signed by the parent giving the child's name, date, and "where to address" or a phone call to inform the teacher, is required.

A parent, or other responsible person, must accompany the child to the bus stop and wait there until the bus arrives. It is essential that someone be at the bus stop to receive your child. If you are late, DO NOT chase after the bus in your car. This creates a dangerous situation. Drivers will not stop other than at your child's designated stop. In the event that a parent (or other responsible person) is not present, the driver will return the child to the school district bus garage. The staff will make every attempt to locate the parent and/or persons on the emergency form.

The parent or person contacted will be required to pick up the child at the bus garage. In the event that the staff is unable to reach someone after trying for one hour, Child Protective Services will be called to pick up the child.

### Offense Policy:

1st Offense	=	Verbal Warning
2nd Offense	=	Transportation Suspended for One Week
3rd Offense	=	Transportation Suspended Permanently

**If you have any questions about bussing please call transportation 360.435.3307**

## Tuition Based Preschool

APPLE also offers a tuition-based preschool for an annual fee of \$2040 paid in monthly installments. A \$55 non-refundable deposit will hold your child's place at school. Monthly payments are due on the 1st of each month. If the payment is made after the 10<sup>th</sup> of the month a \$35 late fee will be assessed. Please contact the office for details at 360.618.6434.

