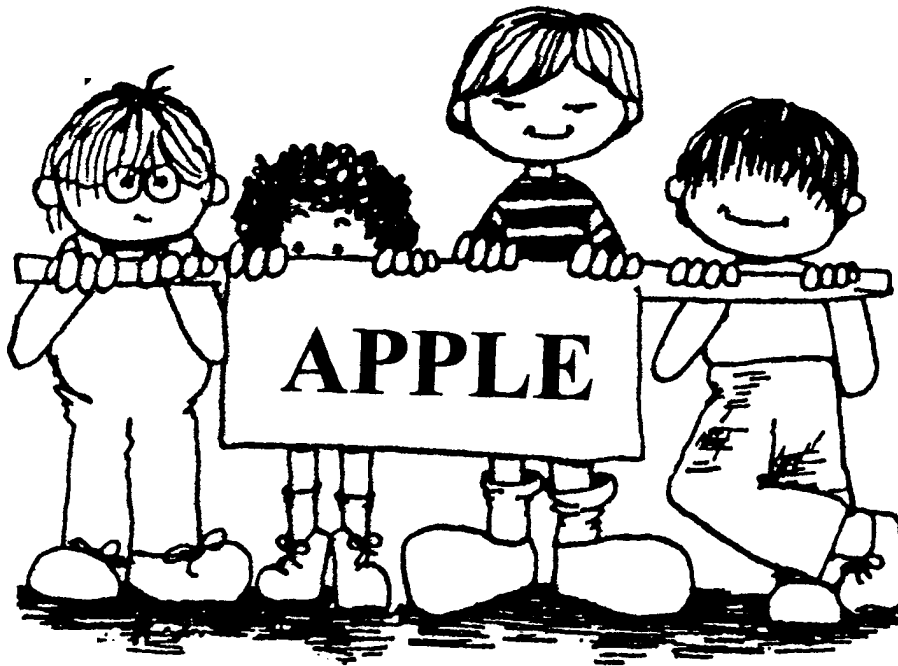


APPLE Preschool



Arlington School District

Family Handbook

2016-2017

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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 - Program Secretary/Family Support Coordinator
Trisha Lowery - Family Support Coordinator

YELLOW CLASS AM

Angela Rosenstiel - Teacher
Kristi Woldstad - Para Educator

BLUE CLASS AM

Melissa Vanney - Teacher
Cheryl Vlach - Para Educator

GREEN CLASS PM

Melissa Vanney - Teacher
Kristi Woldstad - Para Educator

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

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 12 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 through the main door at Eagle Creek School and sign in upon entry and sign out when leaving at the main school office. **While in the school you are required to wear an APPLE visitor badge. If not wearing an APPLE visitor badge you will be asked to return to the main office and sign in and get a badge. After checking in with the front office parents must come into the APPLE Classroom and sign your child in/out.** These rules are in place for the safety of your child, and all children attending the school.

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 to another program that may better meet the needs of the family.

Students who miss three weeks or more (vacation or other reasons) will be unenrolled, placed on the waiting list and their spot 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 www.schoolreport.org 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 is to 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.

Class Schedules:

Typical Day and General School rules

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

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

Parents, who are dropping off and/or picking up their children from school, must sign in at the main Eagle Creek office and wear an APPLE visitor badge while in the school building, then enter the APPLE classroom to sign their child in/out. Parents must sign themselves out at the main office and return the APPLE visitor badge daily.

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.

General Classroom Rules

THINGS TO LEAVE AT HOME: Candy, gum, guns, money, all toys, balloons.

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

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

***The Creative Curriculum*[®] Goals and Objectives at a Glance**

SOCIAL/EMOTIONAL DEVELOPMENT	PHYSICAL DEVELOPMENT	COGNITIVE DEVELOPMENT	LANGUAGE DEVELOPMENT
<p>I. Sense of Self 1. Shows ability to adjust to new situations 2. Demonstrates appropriate trust in adults 3. Recognizes own feelings and manages them appropriately 4. Stands up for rights</p> <p>II. Responsibility for Self and Others 5. Demonstrates self-direction and independence 6. Takes responsibility for own well-being 7. Respects and cares for classroom environment and materials 8. Follows classroom routines 9. Follows classroom rules</p> <p>III. Pro-social Behavior 10. Plays well with other children 11. Recognizes the feelings of others and responds appropriately 12. Shares and respects the rights of others 13. Uses thinking skills to resolve conflicts</p>	<p>I. Gross Motor 14. Demonstrates basic gross motor skills (running, jumping, hopping, galloping) 15. Shows balance while moving 16. Climbs up and down 17. Pedals and steers a tricycle (or other wheeled vehicle) 18. Demonstrates throwing, kicking, and catching skills</p> <p>II. Fine Motor 19. Controls small muscles in hands 20. Coordinates eye-hand movement 21. Uses tools for writing and drawing</p>	<p>I. Learning and Problem Solving 22. Observes objects and events with curiosity 23. Approaches problems flexibly 24. Shows persistence in approaching tasks 25. Explores cause and effect 26. Applies knowledge or experience to a new context</p> <p>II. Logical Thinking 27. Classifies objects 28. Compares/measures 29. Arranges objects in a series 30. Recognizes patterns and can repeat them 31. Shows awareness of time concepts and sequence 32. Shows awareness of position in space 33. Uses one-to-one correspondence 34. Uses numbers and counting</p> <p>III. Representation and Symbolic Thinking 35. Takes on pretend roles and situations 36. Makes believe with objects 37. Makes and interprets representations</p>	<p>I. Listening and Speaking 38. Hears and discriminates the sounds of language 39. Expresses self using words and expanded sentences 40. Understands and follows oral directions 41. Answers questions 42. Asks questions 43. Actively participates in conversations</p> <p>II. Reading and Writing 44. Enjoys and values reading 45. Demonstrates understanding of print concepts 46. Demonstrates knowledge of the alphabet 47. Uses emerging reading skills to make meaning from print 48. Comprehends and interprets meaning from books and other texts 49. Understands the purpose of writing 50. Writes letters and words</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. Volunteers must complete and pass a background check.

Volunteer Opportunities

- Help in the classroom with activities
- Chaperone on field trips
- Do a cooking activity in the classroom
- Prepare classroom materials
- Organize and plan field trips
- Help plan monthly parent meetings
- Assist with family events
- Help with health screenings
- Participate in Snohomish County ECEAP Policy Advisory Council
- Make or repair classroom equipment
- Help with the parent newsletter
- Translate for our non-English speaking families

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

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.

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.

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. Feel free to 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.

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, disinfected and bandaged. Ice is applied to bumps, nosebleeds stopped. 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. If a parent cannot be contacted, staff will call the contact person listed in the child's file.

Fire

We hold regular 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 designated staff person.

The program manager shall authorize two staff members to administer prescribed oral medication. These designated staff members will participate in an in-service training session prior to the opening of school each year.

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.

16

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.

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 call transportation 360.435.3307

Tuition Based Preschool

APPLE also offers a tuition-based preschool for a monthly fee. The non-refundable deposit will hold your child's place at school. Monthly payments are due on the 1st of each

month. Please contact the office for details at 360.618.6434.