

SKYLINE PRESCHOOL PROGRAM HANDBOOK



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Skyline Preschool

PURPOSE

Skyline Preschool is a program designed to educate preschool aged students through play, engaging activities, whole class and one on one instruction. Our mission is to prepare each of our students to be ready for Kindergarten and beyond. As we are a part of Skyline High School we benefit from the engagement of high school students who are attending Child Development classes and come to participate in the preschool classroom in a structured, caring environment. Through this experience, both high school students and preschool children grow and learn.

HOURS OF OPERATION

3's class: Tuesday and Thursday	8:30-12:45 PM
4/5 class: Monday, Wednesday, and Friday	8:30-12:45 PM (Half Day) 8:30-2:30 PM (Full Day)

DAYS OF OPERATION

Skyline Preschool operates Monday through Friday. We follow the ISD school calendar. Use this [link](#) to reference all non-school days.

SCHOOL CLOSURE/LATE START/EARLY RELEASE

Closure:

- If all ISD schools are closed, we will be closed as well.
- If Skyline High School is closed due to power outage, flooding, etc. We will be closed as well.

Late Start:

- If all ISD schools will operate on a late start, our preschool class will begin at the late start designated time. For example: ISD 2 hour late start, we will begin at 10:30 am.

Early Release

- If all ISD schools will close early, parents will be contacted to pick up their child as soon as possible.

*Closures are usually determined very early and are announced by the media starting at 5:30 AM. You may also check the school's website at www.issaquah.wednet.edu. If you feel the weather may create hazardous traveling conditions, continue to listen to the media throughout the day for early dismissal announcements. You may call the district general information number at (425) 837-7000 for a recorded announcement regarding late starts and closures.

STUDENT ATTENDANCE

- Parents are required to sign their child in/out of the center with their initials.
- Sign out procedures are in place to monitor attendance. In the event of an emergency, the attendance form is the quickest way to account for the students in attendance.
- Parents are responsible for giving proper notification to the teacher if their child will not be attending the Skyline Preschool session or if another authorized adult will be picking them up.
- Students will be released to authorized adults only. Always be prepared to provide photo identification when picking up.

LATE POLICY:

After 10 minutes past class time ending, a \$3 per minute late fee will be charged. If this continues to be an issue, further action will be taken. In the event of an emergency, please contact us at (425) 837-7802.

CHANGE OF SERVICE

Fees will not be prorated for absences due to illness or vacations.

TREATING ILLNESS

Ill children will be separated from others and cared for in the health room or in an isolated area in the Skyline preschool center. Parents will be notified to pick up their child as soon as possible. The parent will be advised of the signs and symptoms of the illness. Parents should establish an alternate plan in case they cannot pick up a sick child or they cannot be reached by telephone during the workday.

As per district policy, staff members are required to report every instance of suspected physical, sexual or emotional child abuse, child neglect, or child exploitation to the Director of Before and After School Care, School Nurse and/or CPS. In their absence, the report shall be made directly to the nearest office of CPS or King County Police.

EMERGENCY TREATMENT

In the event of an accident, Skyline Preschool staff shall contact the parent immediately so the parent may arrange for care or treatment. If a parent cannot be reached, the physician in the child's records will be called. If neither the parent nor the family physician can be reached or, if in the judgment of the staff member, time does not permit further attempts to reach them, then personnel will administer first aid and call an ambulance if necessary.

In the event a serious injury that requires immediate medical treatment, the Skyline Preschool staff will call 911 for assistance. This will be followed by a call to the parents indicating the hospital or clinic to which the child has been taken.

DISCIPLINE POLICY

In all matters of discipline, staff will attempt to communicate with the child and redirect activity through a variety of strategies. Staff will properly document behavior and notify the child's parent.

Although consistent routine and program organization should keep disciplinary measures to a minimum, Issaquah School District staff reserve the right to dismiss any child who, in their discretion, appears to have continued adjustment problems.

PERSONAL ITEMS

All coats, shoes, boots, blankets, sweaters, pillows, etc. must be marked with the student's name. Neither the staff nor the district will be responsible for lost, damaged, or stolen items. Before bringing a student's toy or play materials from home, parents are advised to check with the teacher on the appropriateness of such items as consistent with school policy.

SNACK

Nutritious snacks are provided. If your student has specify dietary needs or allergies, immediately notify the teacher and record this health information on your child's emergency card.

LUNCH BUDDIES

The preschool schedule includes a lunch time. All students will be responsible for packing a lunch and bringing it from home. In the event that we find that one of our students has an allergy, we will ask for you to avoid bringing that food item for lunch.

SHARING

We will have an opportunity for your child to "share" an item in front of the class once a week. Our preschool class will share each Thursday while our Pre-Kindergarten class will share on Fridays. They may choose one item from home such as a toy, stuffed animal, picture from a vacation, etc. We ask that this item be appropriate (no weapons).

BIRTHDAYS

We like to give our students an optional opportunity to do a birthday "celebration" during our snack time. Students have the opportunity to bring a treat to school and have their family members join us if they chose. It is the district's policy that the treat be store bought. In addition, the district does not allow balloons in school buildings. If you would like to celebrate your child's birthday please contact us ahead of time so we can make adjustments in our schedule.

REGISTRATION

The program maintains a "standing waiting list" to fill vacancies. New families are added to the center's waiting list based on a first come, first served model.

- Once notified of an opening, a family will have 96 hours to respond to the BASC office.
- If a family declines the offer for services, but wish to remain on the waiting list, those families will be put on the bottom of the waiting list.
- Skyline Preschool fees are due in full on the 1st business day of each month.

MONTHLY FEE SCHEDULE 2018-2019

2-day: \$295.00

3-day: \$450.00 (Half Day)

\$610.00 (Full Day)

