



## **Welcome!**

It is a pleasure to welcome you and your child to Timberlake Christian Preschool! We have been dedicated to delivering a fun, nurturing, educational, Christian environment for years. We encourage parent participation by sharing your ideas and input for developing a strong school community. We believe that children flourish when they feel safe and loved. Together, we can make a positive influence, which allows each child the ability to grow and develop a love for learning.

This handbook has been prepared to acquaint parents with the policies and procedures of the Early Preschool, Preschool and Pre-K Programs. We ask that you read through the handbook thoroughly.

Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

**Matthew 19: 14 | NIV**

## **Contact our Team!**

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**Our Mission**

Timberlake Christian Preschool will always strive to provide the best possible environment for each child in our care. Our desire is to encourage growth in all areas of development, while growing their self-esteem, self-worth and confidence along the way.

### **Our Philosophy**

- Learning is enhanced when children are actively involved and encouraged to make choices.
- Children learn best in a safe and nurturing environment.
- Children learn and develop at their own rate and in their own style.
- Children are challenged to think beyond their developmental levels.

### **Our Goal**

To create a safe environment where kids can grow academically, socially and spiritually.

### **Our Program**

Staff members partner with families to:

- Establish a solid educational foundation for each child.
- Lead children to become life-long learners.
- Help each child grow academically, socially, spiritually, emotionally, and physically with the guidance of qualified, nurturing teachers.
- Prepare students for a successful experience at school and beyond the classroom.
- Teach the students an awareness of God and the world around them.

### **Statement of Faith: Essentials We Believe**

#### **About God**

God is the Creator and Ruler of the Universe. He has eternally existed in three personalities: The Father, the Son and the Holy Spirit. These three are co-equal and are one God. *Genesis 1:1, 26, 27; Psalm 90:2, Matthew 28:19; 1Peter 1:2; 2 Corinthians 13:14*

#### **About Jesus Christ**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return to earth to reign as King of Kings and Lord of Lords.

*Matthew*

*1:22-23; Isaiah 9:6; John 1:1-15; Hebrews 4:14-15, 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13*

#### **About The Holy Spirit**

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with the power for living, understanding of spiritual truth, and guidance in doing what is right. As Christians, we seek to live under His

daily control. 2 Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; 1Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

### **About The Bible**

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. *2 Timothy 3:16-17; 2 Peter 1:20-21; Psalm 12:6; 119:105, 160; Proverbs 30:5*

### **About Human Beings**

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". *Genesis 1:27; Psalm 8:3-6; Isaiah 52:6a; 59:1-2; Romans 3:23*

### **About Salvation**

Salvation is God's gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. *Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

### **About Eternity**

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence. *John 3:16; 12:25, 14:2-3; 17-3; Romans 6:23; Revelation 20:15*

### **Admission Requirements**

To ensure a healthy and safe environment, we will enforce the following:

All children, prior to admission, must have on file:

- Completed enrollment application/packet signed by the parent.
- Name, birth date, dates of enrollment, and other identifying information for the child.
- Written parental permission for photos, videos, etc.
- Authorization forms specifying persons to whom the child can be released.
- Name, address, home and business telephone numbers of the parent(s) and other persons to be contacted in case of an emergency including one out of state contact if possible.
- Up-to-date immunizations
- Medical Information
- Contact information for physician, dentist, psychologist, nutritionist, etc.
- Written consent from the parent for you to seek and approve medical care in an emergency; a court order waiving the right of informed consent; or parent's alternate plans for emergency medical and surgical care if the parent cannot be reached.

- Information on how to contact the parents, especially in emergencies.
- Instructions from parent or health care providers related to medications, specific food or feeding requirements, allergies, treatments, and special equipment, or health care needs if necessary.
- Documentation for sunscreen application

### **Department of Early Learning Screening Process for Employees**

Our screening process aligns with Department of Early Learning (DEL) standards and will include the following:

1. Review of applicant's job application on a form that is prescribed or approved by DEL and that includes the applicant's work and education history.
2. Review of applicant's qualifications as required under Washington State Department of Early Learning (DEL)
3. Review and check documentation of applicant's professional references.
4. Confirmation of successful criminal background check and fingerprint clearance from DEL.
5. Documentation of TB clearance.

### **Ongoing Certification Records**

Periodic record checks of Timberlake employees will be performed on an annual basis, or as viewed appropriate by either the Program Director or DEL:

All employees are required to have training in CPR/First Aid, Bloodborne Pathogens (including HIV/AIDS), Safe Sleep, Food Handling, and the Operation of a Fire Extinguisher. Annual training in these categories is separate from the required 10 clock hours of training annually. Thirty hours of STARS is required for all teachers upon hire.

Prerequisites will differ in accordance with the relevant employment position and the needs of the children under their potential supervision. Employment will also be dependent on a passing criminal background check, fingerprint clearance and TB clearance.

### **Transitional Period**

On your child's first day of preschool, our staff will familiarize him/her with the school and work to create a positive experience. We make every effort to allow your child the opportunity to adjust to our classrooms/preschool routines. We have nurturing staff members that strive to make the students feel comfortable. It is common for young children to experience short periods of separation anxiety (i.e. 5-10 minutes of crying at the beginning of the school day). We will reevaluate if a child has extended periods of crying, particularly when the crying is combined with other behaviors. For example, if a child is so distraught that he/she is showing aggressive behaviors or putting themselves or others at risk. We may determine that the child is not quite ready for a preschool setting.

The first 10 days of attendance is the transitional trial period. You are encouraged to speak regularly and consistently with your child's teacher to discuss how your child is progressing. At any time during the transitional period, either the school or parent may request a conference to discuss whether our preschool can adequately meet the needs of your child.

**If Timberlake Christian Preschool determines we can't meet your child's needs, we will prorate and refund the unused tuition. No tuition refund will be granted if the parent chooses to voluntarily withdraw.**

### **Withdrawal from Timberlake Christian Preschool**

Withdrawing a child from Timberlake Christian Preschool requires a 30-day written notice to the Program Director. Failure to give a 30-day notice will obligate the parent to pay a full month's tuition whether the child attends the program or not.

Registration, curriculum and application fees are non-refundable.

### **Withdrawal from Morning Care**

Withdrawing a child from Morning Care requires 2 weeks' written notice to the Program Director.

### **Tuition Payments**

Tuition payments are due on the 15th of the month prior. (i.e. October tuition is due on the 15th of September)

A late fee of \$100.00 will be applied after the 20th of the month. If your child's tuition is not paid in full, including any late fees incurred by the 1st of the month, he/she will not be allowed to attend the program until your account bill is paid in full.

Tuition rates are based on an even 10 month pay schedule (September to June). Rates will remain the same rate each month regardless of holidays or school closures.

### **Child Abuse Reporting**

Washington State Law requires that school staff immediately report to Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, emotional child abuse, child neglect or exploitation. The Center Staff are immune from civil or criminal liabilities if the report is made in good faith; that CPS has the right to interview children in the Center and look at any Center files; and that the Center management can be charged with gross misdemeanor if management does not report a suspected case of child abuse.

### **School Holidays/Closures**

We follow Lake Washington School District as a guideline for our school calendar. In the event of closure or delay, we will adjust our times accordingly.

## **Inclement Weather**

In case of a school closure due to weather, we will not add make-up days to the calendar or refund any tuition payments. In the event of inclement weather, please check for announcements regarding school delays or closures before coming to school. The Program Director will notify parents by email and text message first thing in the morning.

## **Major Disaster**

In the event of an earthquake or other major disaster, phone contact with the school may be unavailable. Once you are safe, please immediately come to pick up your child. The TCP staff will remain on the premises until all students have been released to a parent, guardian, or other designated person. Please make sure we have your updated contact information on file. If your child is on any medication, please be sure we have a 3-day supply in the event of an emergency. The kit will be available to take home at the end of the school year. Each classroom is to have an emergency kit that stays in the student's classroom in case of an emergency.

## **All Emergency Contact information must be updated every 6 months.**

## **Disaster Plan**

Timberlake has specific procedures in place for the following environmental emergencies:

- Building emergencies
- Severe weather conditions
- Threats of violence
- Earthquakes

Note: We conduct monthly fire drills and quarterly earthquake drills.

A copy of our entire Disaster Plan is located at the front desk.

## **Drop-Off and Pick-Up**

1. Please park in parking lot spaces. **Do not block driveway, park along the curb, or park in handicapped spaces.**
2. Entry to the preschool is through the front entrance only. The doors between the lobby and the preschool area are **locked until 8:50am and locked again at 9:30 a.m.** Please arrive between 8:50-9:30.
3. Children are not permitted in the classrooms prior to the start of the school day. Parents must remain with their child in the lobby until **8:50 a.m.** Prior to entering the classroom, please escort your child into the lobby bathroom to use the bathroom and wash hands.
4. School starts at 8:50 a.m. Parents or guardians need to walk their children into the classroom. Children will be logged in and out with a 4-digit pin. **Please do not share your pin with anyone else.** Each authorized person will have their own pin that is used to check your child in/out.

5. Parents are not allowed to stay in the classroom after drop off as this can become confusing or distracting for children. If you need to speak with one of the teachers, please schedule a separate time to meet. Feel free to call or email the teacher or director regarding any concerns or questions. It is important that teachers are available to attend to all students as they arrive in the classroom.
6. No child will be released to a person not previously authorized by the child's parent or guardian to pick up that child. We must have written authorization for anyone other than the parent/guardian to remove the child from our facility.

### **Pick-up**

Once your child is signed out, we respectfully request that you do not allow your child to play in common preschool areas. Including but not limited to: Indoor play structure, landscaping outside, parking lot and playgrounds.

### **Late Fee Pick-Up Policy**

Full day preschool students are ready for pick-up at 2:50 p.m. and may be picked up anytime between 2:50-3:00 p.m. Half-day students are ready for pick-up between 12:20-12:30 p.m. A late fee will be assessed to parents who are late picking up their child. Please pick your child up on time.

1. The first time a guardian is late a verbal warning will be given.
2. The second time a guardian is late a written warning will be given.
3. The third time, and for any incidences after that, the parent will be charged \$2.00 for every minute he/she is late.

We understand that unavoidable or emergency situations might occur throughout the year that may cause parents to be late. Therefore, the director will assess emergency situations on a case-by-case basis in determining late-fee assessment.

Any child enrolled in Timberlake Christian Preschool must not stay in our program for more than 10 hours per day.

### **General Daily Schedule**

A typical day offers small group, large group, individual learning activities, mealtime, quiet time and outdoor play. Each classroom's schedule is posted on the parent board and is prepared by the teacher before the start of the school year.



## **Outdoor Play**

The children will have daily outdoor play (even during the colder months). Please make sure your child always has appropriate outdoor attire.

## **Outdoor Safety**

To ensure safety on the playground:

1. Staff will actively supervise the children during outdoor and indoor playtime and will always maintain required staff/student ratios.
2. We require closed-toed shoes to be worn at school. Athletic-type shoes are the best and will be required for children participating in our bi-weekly soccer classes.
3. No eating on the playground.
4. The Program Director and Facilities Manager will ensure that the playground is well maintained and always in complete compliance with county and state licensing requirements.

## **CLASSROOM CURRICULUM**

Here at TCP, our teachers have the creative space to use an emerging curriculum to inspire passionate learning within their students. We focus on hands-on, play-based teaching as a pathway to exploration and investigation. We designed our immersive curriculum to create well-rounded learners. Our content areas contain: the arts, science, math, Bible, social studies, literacy, and technology. Each content area is implemented in unique and creative ways in learning centers that build on prior knowledge. Here at TCP, our goal is to support the whole child, and create a safe environment where children can grow academically, socially, emotionally, and spiritually.

### **Early Preschool**

Two-year olds have a natural desire to explore and discover all the world has to offer. In our early preschool class, we focus on hands-on-learning that turns their sense of curiosity into opportunities for learning and building confidence. We nurture each child's inquisitiveness through play-based activities. As they investigate interest topics through literacy, math, science, and the arts, they learn to follow structure and routine.

### **Preschool**

The preschool years are filled with discovery and investigation. In our preschool class, we work on a variety of skills that build independence, cooperation, communication, and the ability to identify and express emotions. Our emergent curriculum allows our preschoolers to explore exciting new topics that integrate into different learning centers such as math, literacy, the arts, science, and social studies.

### **Pre-Kindergarten**

Our pre-kindergarten class is designed to prepare your little one for the elementary years ahead of them. In pre-k, we immerse deeper into our Creative Curriculum by implementing

Get Set For School, a program we apply to enhance writing and early literacy. Our students are ready to engage in stimulating lesson plans that increase communication skills, develop mathematical fluency, enhance critical thinking through scientific competencies, and engage in positive guidance that leads to social emotional maturity.

### **Daily Communication**

Early preschool parents will receive daily communication stating details about your child's day. Reminders of supplies running low will also be noted in these reports.

All classrooms will receive a daily report via tadpoles. The daily report will include pictures/videos of your child's day as well as a brief description of activities done in class.

- Meetings to discuss your child are available upon request. Please feel free to reach out to your child's teacher if you have any questions/concerns.
- Please read all notices posted on the parent board as well as all letters and emails sent home.

### **Enrollment**

Upon enrollment, your child will be placed in a group based upon his/her chronological age and developmental readiness.

### **Non-Discrimination Policy**

Timberlake Christian Preschool admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

### **Enrollment Refused**

Timberlake Christian Preschool reserves the right to refuse or terminate enrollment of any child at will. The following are examples of the types of situations that might lead to refused enrollment or termination of continued enrollment:

- Behavior of the student or the parent that is inappropriate deemed by Director.
- Student or parent violates school's policies or interferes with the school's ability to accomplish its stated mission.
- It is determined after Director/teacher evaluations that current classroom placement is not benefiting student nor class.
- Tuition is not paid after notifications have been sent.
- Any other reason that, in the Director's discretion, warrants removing child from the program.

## **Physical Restraint Policy**

Physical restraint or seclusion will not be used except in situations where a child's behavior poses imminent danger of serious physical harm to themselves, or others. All other interventions will be attempted before implementing physical restraint and will cause no harm or discomfort to the child. Only school personnel that have training in safe and proper application of techniques will employ physical restraint. Restraint will not be used as a form of punishment or discipline and using bonds/ties is prohibited.

If physical restraint is used, the holding will be done as gently as possible, and the minimum amount of time necessary to control the situation. Staff will document the incident and notify the family by the end of the day. Continual need for restraint for a child will result in a meeting with parents, and a development of a behavior plan will be prepared to address underlying issues and prevent future need for restraint.

## **Discipline and Positive Behavior Techniques**

TCP views discipline as a process of developing appropriate behaviors. Positive reinforcements for good behavior in a loving, supportive atmosphere promotes the child's self-confidence and leads to increased desirable behaviors. Children are more likely to exhibit good behavior when they are provided hands-on learning experiences, physical activity, period of quiet rest time, healthy food, and attentive teachers.

At the beginning of the year, simple rules, routines and limits will be implemented. Staff will use positive language, focusing on "Do" rather than "Do Not" when redirecting inappropriate behavior. We make every effort to be fair, consistent, and age appropriate in our classroom management techniques. All classrooms have a quiet and calm down area where children can go as needed.

At the discretion of the director, a written report will be completed when a child is aggressive or causes intentional injury to another child or staff member. The child's parent will be notified, and suspension or expulsion may be considered.

If the child is exhibiting behavior that poses a danger to other students or staff, the director will require that the child be picked up from school immediately that day.

It is only on very rare occasions that a child's behavior may warrant the need to find a different program. Examples of such instance include:

- A child appears to be a danger to himself/herself, other children or staff.
- Any other situation in which the accommodations required for a child's success and participation in school are beyond the scope of our program's offerings.

It is only on very rare occasions that a parent/guardian's actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include:

- The parent/guardian fails to acknowledge and/or abide by our program's policies.
- A parent/guardian demands special services that are not provided to other children and which our school cannot reasonably deliver, including requests that are outside the philosophy of our program.
- A parent/guardian is physically or verbally abusive to children, staff, or anyone at Timberlake Church.

### **Animal Policy**

Animals are not allowed on school property. TCP will meet all Health Department regulations regarding animal restrictions.

### **Sick Child Policy**

Your child will be sent home if symptoms of illness appear. The child will be isolated from other students, and you will be contacted to pick him/her up from Timberlake **within 45 minutes**. Children who are sent home sick must remain home and cannot return until they are symptom free for 24 hours. School parents and the Health Department will receive a notice of communicable diseases that are present at the school when applicable.

### **Keep your child home if he or she:**

- has a fever above 100.4 degrees
- has a heavy nasal discharge
- has a consistent cough
- is lethargic
- has vomited or had diarrhea in the last 24 hours
- has been exposed to any communicable disease
- has symptoms of a communicable disease (runny nose, sore throat, headache, abdominal pain, redness in or discharge from eyes, rash, and/or fever)
- has lice; children who have lice may not return to school until they are louse and nit (egg) free. Must be checked by director prior to return.

### **Ouch Reports**

Most injuries or accidents are minor enough to be treated with soap, water, ice pack and a bandage. Parents will be contacted immediately if an injury appears to require medical attention. Staff members will write a report through Tadpoles to give you an update on your child.

### **Lunch and Snacks**

Please pack your child well balanced lunch and snacks. Lunch and snack times are a great opportunity for learning manners, learning about nutritious foods and learning social skills. We say a prayer before eating and eat as a group.

We will try to return leftover food in the lunch box. This may give you an indication of what your child has eaten. Staff members interact with children while they are eating and work with those children who need guidance, containers opened, etc. Thermos containers may be brought, but the staff cannot heat lunch items in a microwave. You are required to inform us of any food allergies or restrictions. **Cold packs are required.** Lunch is eaten inside the classrooms.

**Label the outside of your child's lunch/snack with his/ her full name.**

**Prohibited Food:**

- Peanuts
- Tree Nuts (Cashews, Walnuts, Almonds, Macadamia nuts, etc.)
- Peanut Butter (Sandwiches, candy containing peanut butter, granola bars, cereal or crackers containing peanut butter, etc.)
- Baked goods containing nuts or any form of nuts. Please be aware that nuts also come in the form of paste, oil/extract or flour.
- Nutella

**Birthdays at Timberlake School**

Birthdays are very special to children. Parents are welcome to bring in store bought and nut free goodies to celebrate. When dropping off food items for the classroom, please get approval from someone at the front desk to ensure it is compliant with our policy. Parents must read all ingredient statements on food packaging BEFORE bringing it to school. Please ask the front desk administrator if you need assistance in reading the ingredient statements. This applies to every food item brought into the school on any occasion (snacks, birthday and holiday treats, & special events).

**Medical or Dental Emergency**

In case of medical or dental emergency, we will make every attempt to contact a parent. If we cannot contact you and your child requires immediate medical assistance, we will do any or all the following:

- Call 911
- Have the child taken to an emergency hospital accompanied by a staff member.

**Medications**

“An Authorization to Administer Medication” form must be completed for prescription and/or nonprescription medications to be given at TCP. All medication must:

- Come with signed Medication Authorization Form (Parent and Physicians signature required)
- Come in the original container with an unaltered label.
- Be dated and marked with the child's name.
- Be given in accordance with the label directions.

Please note that we now provide sunscreen. Sunscreen is treated as a medication. If you choose to bring another sunscreen, please make sure to fill out the appropriate form. It must be filled out by the parent or guardian. A complete active ingredient list is required and the specific time frames for administration must be written by parents in order to administer.

### **Allergies**

All parent/guardians of Timberlake Christian School Programs students are required to complete a “Medical Care for Your Child” form upon admission and it must be updated annually, at the start of each school year. All parents/guardians are responsible for informing the school immediately if new allergies develop. If your child has allergies, indicate in writing whether it has been mild (e.g. rash) or severe (e.g. trouble breathing) in the past. We take this very seriously and we must have communication from parents and the child’s physician to fully understand each child’s allergy symptoms.

### **Clothes**

Please dress your child appropriately for the weather conditions. The children go outside every day regardless of the weather. TCP is a place where we use paint, glue and other learning materials, so dress your child accordingly.

**All children must wear closed-toe shoes.** Please ensure that shoes are easy for preschool children to put on and remove by themselves. This type of independence fosters self-confidence, and we will work with your child, as you do at home, to strengthen those skills.

If your child is toilet-training, be sure to dress him/her in clothes that are free from complicated fasteners. We require a change of clothes to be kept in your child’s backpack, including an extra pair of underwear, socks, and shoes. Please replace this seasonally. If your child uses the extra pair and needs another change you will be called to bring an additional pair/pick up. If your child borrows extra clothes from school, please wash and return to school.

### **Preschool Parent-Teacher Conferences**

Conferences will be held in February to discuss how they are doing. The parent, teacher or director may schedule a separate conference as needed to address specific concerns.

### **Preschool School Photos**

Children have the opportunity to have an individual and class picture taken in the Spring. There is a charge for the individual and class photos if you decide to purchase them.