

**Issaquah Parks Preschool**  
**PARENT MANUAL**  
**2023 - 2024**



# ISSAQUAH PARKS PRESCHOOL

Issaquah Parks & Community Services Main Line: 425-837-3300

Cathy Jones, Recreation Supervisor: 425-837-3317, [cathyj@issaquahwa.gov](mailto:cathyj@issaquahwa.gov)

## **ISSAQUAH PARKS & COMMUNITY SERVICES** **MISSION STATEMENT**

The City of Issaquah will provide Greater Issaquah Area residents with opportunities to participate in diverse recreational, cultural and civic activities.

## **PRESCHOOL** **MISSION STATEMENT**

The Issaquah Parks Preschool serves the community's need for a professional and quality Preschool program that provides opportunities for social, emotional, academic and physical development for children, ages 3-5.

### **PHILOSOPHY:**

The Issaquah Parks Preschool program and facilities are designed to promote the success of three main goals:

1. Foster and encourage socialization
2. Teach and increase cooperation
3. Increase listening skills

### **GOALS/OBJECTIVES:**

#### **Social and Emotional Development**

- Cooperative interaction with others: Sharing
- Building of positive self-esteem
- Increase ability to deal with problems, disappointment, and frustration

#### **Physical Development**

- Large Muscles – hop, skip, balance, etc.
- Small Muscles – use of pencils, scissors, buttons, zippers, etc.

#### **Academic Development**

- Language
- Seasonal Topics
- Shapes and Colors
- Problem Solving
- Science
- Art Expression
- Play

**PRESCHOOL LOCATIONS:**

Issaquah Community Center  
301 Rainier Blvd S.  
Issaquah, WA 98027-1307

Memorial Park Center  
105 2<sup>nd</sup> Ave NE  
Issaquah, WA 98027-1307

**PRESCHOOL SCHEDULE for 2023 - 2024:**

3-Year Olds	Must be 3 years old by August 31, 2023.		
	Tues/Thurs	9:30 AM - Noon	Memorial Park Center
	Wed/Fri	9:30 AM - Noon	I.C.C. Maple Room
4-Year Olds	Must be 4 years old by August 31, 2023.		
	Mon/Wed/Fri	9:30 AM - Noon	Memorial Park Center
4 & 5-Year Olds	Pre-Kindergarten / Must be 4 years old by August 31, 2023.		
	Mon/Tues/Thurs	9:30 AM – 2:00 PM	I.C.C. Maple Room

The Preschool program follows the Issaquah School District school calendar year regarding holidays and breaks.

**REGISTRATION for 2023 - 2024 SCHOOL YEAR:**

Registrations are accepted on a first-come, first-served basis. Early registration is provided for current students and their siblings. Upon registration, a non-refundable \$50 deposit per student will be charged. Additionally, the May 2024 tuition payment is required to hold a place for your child.

Registration for **CURRENT Families:** Begins Wednesday, February 1, 2023, 8:00 AM  
Registration may take place online or by phone on February 1<sup>st</sup>.  
Feel free to come by the Community Center Front Desk beginning February 2<sup>nd</sup>.

Registration for **NEW Families:** Begins Wednesday, February 8, 2023, 8:00 AM  
Registration may take place online or by phone on February 8<sup>th</sup>.  
Feel free to come by the Community Center Front Desk beginning February 9<sup>th</sup>.

**2023 - 2024 TUITION:**

3-Year Old Class:	\$2,178/year	\$1,827/year for Issaquah Residents
4-Year Old Class:	\$2,808/year	\$2,376/year for Issaquah Residents
Pre-K:	\$4,869/year	\$4,140/year for Issaquah Residents

A \$50 non-refundable deposit, plus the last month’s tuition is required at time of registration. Automatic Payments can be made in 9 monthly installments at the 1<sup>st</sup> of each month.

**PAYMENTS:**

The monthly payment is due by the 5th of the month. We can automatically bill your credit card for tuition payments. Payments can also be made by: mail (PO Box 1307, Issaquah 98027), telephone (425-837-3300 with Visa or Mastercard) or in person by visiting our office at the Issaquah Community Center. Forms of payment accepted are cash, check and credit card. Please make all checks payable to "City of Issaquah". **A late fee of \$25 will be charged if payment is not received by the 5<sup>th</sup> of the month.** If payment is not received by the 10<sup>th</sup> of the month, a letter of termination will be sent which is effective at the end of the delinquent month. Preschool teachers are not authorized to accept tuition payments. Call Reina at 425-837-3300 if you have questions about payments.

## **WITHDRAWALS:**

- Written withdrawals requested more than 30 days prior to your child's last day of attendance will receive a full refund minus the \$50 non-refundable deposit.
- Written withdrawals requested 15-30 days prior to your child's last day of attendance will receive 50% of May's tuition. The \$50 non-refundable deposit will also be withheld.
- No refunds will be processed if withdrawal is requested within 15 days of last day of attendance. Parents will be responsible for payment for those days your child has attended preschool and for any accrued late fees.

If you wish to withdraw prior to the first day of school in August, the following applies:

- Written withdrawals requested more than 30 days prior to your child's first day of attendance will receive a full refund for May's tuition. The \$50 deposit will be withheld.
- Written withdrawals requested within 30 days prior to your child's first day of attendance will receive a 50% of May's tuition. The \$50 deposit will also be withheld.

## **EXTENDED VACATIONS:**

Payment is required each month to hold your child's spot in the Preschool program. Unfortunately, we cannot waive payment due to an extended vacation.

## **DROP-OFF/PICK-UP PROCEDURES:**

Children may be dropped off 5 minutes before the scheduled start time. Pick-up will be within 5 minutes of the ending time of the class. The child must be escorted and signed in and out **daily** by the parent or authorized person. Please leave a telephone contact where you can be reached during the school day. **Children will not be allowed to leave the building with anyone whose name is not on file (including parents), as authorized to pick-up/drop-off your child. No phone-in changes to this information are permitted.** Maple Room: use the entrance on the east side of the building by the parking lot for dropping off and picking up children. Memorial Park Center: use the main front entrance.

## **LATE PICK-UP POLICY:**

For each five-minute increment beyond the class end time, the parent will be charged \$5.

## **PARKING:**

We ask that you do not leave unattended children in your car while picking up or dropping off your children at Preschool. This is not safe; and is against the law. Please do not leave your car running while you are out of your car. Finally, please do not park in the handicap parking spaces unless you have valid tabs to do so.

## **PARENT/TEACHER COMMUNICATION:**

Open communication is key to a successful Preschool experience for the parent and child. Parent conferences occur each January. However, please feel free to take the initiative in scheduling an additional meeting with your teacher. If you feel your needs are not being addressed by the teacher, please contact either the Preschool Director, Vanessa Cusimano or Recreation Supervisor, Cathy Jones.

Mrs. Vanessa, Preschool Director & PreK Teacher

[Vanessac@issaquahwa.gov](mailto:Vanessac@issaquahwa.gov)

Mrs. Amy, Preschool Teacher

[Amya@issaquahwa.gov](mailto:Amya@issaquahwa.gov)

Mrs. Anu, Preschool Teacher

[Anud@issaquahwa.gov](mailto:Anud@issaquahwa.gov)

Miss Hannah, Preschool Teacher

[Hannahj@issaquahwa.gov](mailto:Hannahj@issaquahwa.gov)

Cathy Jones, Recreation Supervisor

[Cathyj@issaquahwa.gov](mailto:Cathyj@issaquahwa.gov)

## **STUDENTS WITH SEPARATED/DIVORCED PARENTS:**

The parent who registers the child and signs the original paperwork has the authority to add/delete names and information on the Participant Information Form. This includes the list of authorized individuals, including parents, who may pick up their child. If appropriate, both parents may sign the original paperwork. It is the responsibility of the parents to request dual communication. Parents are welcome to supply additional phone numbers and/or email addresses so that staff may distribute two pieces of information to parents.

### **TYPICAL DAILY SCHEDULE:**

55 minutes	Free play & Interaction Teacher and Assistant works 1-on-1 with each student or in small groups
5 minutes	Clean Up
15 minutes	Circle Time (calendar, weather, Pledge of Allegiance, story, songs)
15 minutes	Snack
10 minutes	Silent Read
20 minutes	Recess
15 minutes	Table Time (academic)
15 minutes	Sharing Time
	Dismissal**

\*\* Pre-K adds lunch time & additional academic activities to accommodate a longer day.

### **PRESCHOOL CURRICULUM:**

Our well-rounded preschool curriculum provides creative learning, social interaction, development of new academic skills, a variety of daily learning centers, circle time, art, and play time. Finally, several walking field trips will be scheduled each year. We will visit local sites such as the library, food bank, fire station, or hatchery.

### **KINDERGARTEN READINESS:**

Preschool staff are aware of the Issaquah School District list of experiences and skills that are deemed "highly desirable" by Kindergarten Teachers within the Issaquah School District. These experiences and skills are incorporated into the overall Issaquah Parks Preschool program. Additionally, the Pre-K class goes a step further by incorporating a sight-word curriculum.

### **HOLIDAYS & BIRTHDAYS:**

The Preschool program does include celebrations, parties, craft projects, songs, and/or education about the four seasons & many national holidays including: Martin Luther King Jr. Day, Presidents' Day, Valentine's Day, St Patrick's Day, Mother's Day, Memorial Day, Father's Day, Halloween, Veterans Day, Thanksgiving, Hanukkah and Christmas. Student birthdays are celebrated as well.

### **FOOD & DRINK:**

Each child should bring their own snacks, water bottle and lunch\* (\*PreK only). Food will not be provided by teachers without prior notice. Children are not allowed to share their food brought from home. Depending on the allergies of children within the classroom, we may need to adhere to a nut-free policy.

### **WHAT TO BRING AND WEAR:**

Please send your child to preschool dressed in play clothes and **tennis shoes**. Participants should bring/wear layers suitable for a change in the weather (shorts, sweatshirt, etc.) We also suggest that your child have a **coat** on hand in case of emergency and needing to be outside for an extended period of time. A **backpack** large enough to fit papers and belongings is extremely helpful. All clothing and personal items should be marked with the child's name for easy identification. Clothing left at school will be placed in the "lost and found" and taken to the Food and Clothing Bank at the end of each month if unclaimed. Students are asked NOT to bring valuables and toys from home.

### **INCLEMENT WEATHER SCHEDULE:**

When the Issaquah School District is closed for inclement weather, Issaquah Parks Preschool will also be closed. If Issaquah School District schools are running late, all programming will continue as scheduled unless otherwise notified. Please check your email if you see snow on the ground, as every effort will be made to keep you informed.

**STUDENT BEHAVIOR EXPECTATIONS:**

- Children must keep their hands and feet to themselves. This means no hitting, biting, scratching or throwing items at other students or staff.
- Temper tantrums, excessive screaming or yelling are not acceptable behaviors. Child will be removed from the group until calm.

**DISCIPLINE:**

- If appropriate, teachers will first redirect the child to an acceptable activity and behavior.
- Teachers utilize “quiet times”. If a child needs to separate themselves from the group to quiet down, the teacher will provide a chair off to the side of the classroom. The child is welcome to return to the classroom activities, when they feel that they are ready.
- A teacher will notify the parent upon pick up if a “quiet time” was taken by their child. If a behavior becomes a regular issue, the teacher may set up a parent meeting to discuss ideas and methods.
- If necessary, a teacher may contact a parent for immediate pick up.

**ILLNESS:**

Children who are ill (with or without a temperature) or are unable to participate in regular activities should not come to Preschool. If your child has a fever, active rash, nausea, diarrhea, sore throat, stomach pain or has had any of these symptoms within the last 24 hours, he/she should not attend Preschool.

If a child becomes ill while he/she is in our care their parent/guardian will be notified and asked to pick up their child. Symptoms such as vomiting, severe coughing or diarrhea will require removal of the child from the school setting. The parents should establish an alternate plan for each child when they are unable to pick up a sick child or if they cannot be reached by telephone during the school day. Be sure to list anyone who may potentially pick up your child on the preschool information sheet. This plan should be given to Preschool staff and will be kept on file.

**INJURIES:**

Staff are trained in CPR & in the use of the AED machine. Minor cuts, bruises and scrapes will be treated with soap, water and a bandage and parents will be notified upon their arrival at school for pick-up. All injuries, treatments and parental notifications are documented by Preschool staff.

Staff will notify parents immediately of any head injury, nosebleed, or other significant injury and treatment given. If staff is unable to reach a parent, they will call the second emergency contact number listed on the student's emergency form.

**EMERGENCY PROCEDURES:**

In case of a serious injury or illness, the following procedures will be followed:

- Call 911
- Administer First Aid/CPR
- Contact parent or emergency contact
- File Accident/Medical Report

**MAJOR DISASTER:**

Each classroom has an emergency kit with food, water, first aid kit and radio if children are required to stay on site for an extended period. In the event of an earthquake, or other major disaster, phone contact with Issaquah Parks & Community Services may be unavailable. After an earthquake, all students will be evacuated as soon as it is safe to do so and will remain outside until a complete structural check of the building can be obtained. In the event of a lockdown, please note that no individuals will be permitted to enter or exit the building. Specific emergency procedures will be reviewed and practiced at each of our sites.

**MEDICATION:**

**City of Issaquah staff are not permitted to administer or safeguard prescription or non-prescription medication.** This includes Tylenol, cough medicine, allergy medicine, EpiPens and sunscreen. If your child takes medication regularly or for a temporary condition, any medication must be brought in the original container and be clearly labeled with child's name and description of medication, physician and dosage. Children must be in possession of their own medication and/or sunscreen and must be able to administer it themselves. Please be sure to list any medications your child takes on a regular basis on the Participant Information sheet.

**IMMUNIZATIONS:**

The Issaquah Parks Preschool is not a licensed preschool with the State of Washington. Staff want to be aware of our students' immunization record status. However, Issaquah Parks & Community Services is not responsible for immunization compliance.

**SPECIAL NEEDS:**

Parent/Guardian must notify Issaquah Parks & Community Services of any special requests or limitations of their child at the time of enrollment. The City may only provide reasonable accommodation for specific activities. A child may be denied participation if the accommodation is not sufficient to have the child safely participate, or the parent may need to provide a one-on-one attendant. The Issaquah School District offers an excellent Special Needs Preschool program, if needed.

**POTTY-TRAINED REQUIREMENT:**

Children must be fully potty-trained to attend Preschool. Should your child have an accident, you will be called and expected to come to school immediately to assist your child. Should this occur more than once, you may be asked to withdraw from the program until your child is fully trained and ready to attend Preschool.

**CHILD ABUSE REPORTING:**

Washington State Law requires that Parks & Community Services staff immediately report to the Police or Child Protective Services an instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation.