

# HARBOUR POINTE CHRISTIAN PRESCHOOL PARENT HANDBOOK 2022-2023



Harbour Pointe  
Christian Preschool



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Harbour Pointe Christian Preschool, a ministry of Pointe of Grace Lutheran Church, admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities of our school. Harbour Pointe Christian Preschool does not discriminate on the basis of race, color, national, or ethnic origin in administration policies, financial assistance programs or any other school administered programs.

## REGISTRATION FORMS

Registration forms are accepted for children 3-5 years of age. Class placement is determined by the child date of birth on or before August 31 of the year your child is enrolled. The following forms must be complete before a child can attend class:

1. Enrollment Form
2. Registration Contract
3. Dismissal Authorization
4. Child Information
5. Health History
6. Immunization Status-Medically Verified
7. COVID-19 Statement of Understanding

## REGISTRATION POLICY

\$275 (\$300 for Jr. K & \$100 for STEAM) Registration and Supply fee is payable upon submission of your registration forms. **These fees are nonrefundable for any reason.**

Enrollment is for the full school year, September 2022-June 2023.

## INCLUSION POLICY

Children are welcomed into our program without regard to race, religion, color, gender, national or ethnic origin in the order of:

- o Space availability
- o Receipt of completed enrollment application
- o Paid applicable fees

## SCHOOL CALENDAR

Our school observes the same school calendar as Mukilteo School District (MSD). Therefore, our school will be closed in observance of major holidays, including a winter break, a mid-winter break and a spring break. Our school WILL be in session on those days that MSD is off due to in-service or staff training but may be subject to days off for continuing education for staff.

### **DAILY ARRIVAL**

Parents will check-in their child(ren) each day outside your child's classroom door at HPCP. Current COVID restrictions do not allow parents/caregivers to enter the classrooms.

**An adult must ALWAYS accompany your child to the preschool entry door.**

### **LATE DROP OFF POLICY**

If you will be late dropping off your child for preschool, please contact the preschool via Brightwheel. So as not to co-mingle cohorts/pods at drop off, we will designate a specific time that you may drop off your child that day.

### **DAILY PICK-UP (END OF DAY)**

You will pick up your child at the front entry door to the CHURCH in a drive-through fashion. Please enter the parking lot (during your child's specified pick-up time ONLY) from the back driveway entrance. Process through the parking lot and enter the circle area in a counterclockwise motion. Your child's teacher will escort your child out to your car. You will be required to place your child in your car. Please enter the circle area during your child's designated time only. Your child will not be waiting there for you until that time.

**Your student will NOT be allowed to leave with another person unless prior arrangements have been made. The person picking up your child may be asked to show photo identification if your child's teacher does not recognize them.**

### **LATE PICKUP POLICY**

Please be prompt in picking up your child(ren). A late fee of \$1.00 per minute will be added to your monthly tuition invoice if chronic tardiness occurs in pick-up. You will receive a late fee invoice on Brightwheel.

### **PARKING LOT SAFETY**

Please park in marked stalls in the parking lot at HPCP when dropping off your child(ren). Please travel ONLY in a counterclockwise direction through the circle area. DO NOT park in the fire lane which is depicted by solid red markings on the curb in the circle. The City of Mukilteo can and will assess large fines for illegal parking. DO NOT leave ANY children in the car unattended by an adult at ANY time.

## HEALTH

To minimize the risk of transmission of COVID-19 and take full precautions to keep all students and staff healthy, **WE ASK YOU TO REVIEW ALL OF THE FOLLOWING QUESTIONS BEFORE ATTENDING SCHOOL EACH DAY THAT YOUR CHILD IS SCHEDULED TO ATTEND CLASS.**

This list applies to your child, parents, caregivers, siblings, and ALL household members. If you answer **YES** to *any* of the following questions, please call the school office at 425-353-7457 to report your child's absence and we will go over the Snohomish Health District requirements with you to understand when they can return to school.

1. Have any of the members of your household shown any of the following symptoms within the last 24 hours? (If it is the first day following a break or for a new child, this applies to the last three days.)
  - Fever (100.4 F or above) or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - Headache
  - Recent loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
2. Has your child been in close contact with anyone with a confirmed case of COVID-19?
3. Has your child had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told your child to self-monitor, self-isolate or self-quarantine because of concerns about COVID-19 infection?

## SECURITY CARDS

No security cards will be issued this year as entry and exit will be monitored by preschool staff to reflect COVID-19 safety policies. Parents will only enter the building during their child's drop-off timeframe and must exit the building prior to the next class's drop off time.

## ABSENCES

Please notify your child's teacher if your child will be absent from school due to illness or vacation. Monthly tuition payments must be made to hold your child's place in class.

## MONTHLY CALENDAR

Each month your child will bring home a calendar detailing the coming months activities.

## SNACKS

Children will be required to bring their own snack each day in a disposable plastic/paper bag labeled with their name. Please place food in the baggie with no additional packaging. The preschool will provide chilled water. We will have a short amount of time scheduled for snack so please send a *healthy* snack that your child can eat in 10 minutes or less. **As always, NO PEANUTS OR NUT products will be allowed.**

Students in Jr. Kindergarten will bring a lunch from home in lieu of snack time and will be provided a lunch time frame in their daily schedule.

## BIRTHDAYS

Birthdays are celebrated as close to your child's birthday as possible. Summer birthdays will be celebrated in June. A birthday crown will be given to your child to designate their special day. You may bring in a small treat (store bought only) or trinkets for the class to celebrate if you wish. Please check with your child's teachers for any food restrictions due to classroom allergies.

## WITHDRAWAL

If your child needs to drop out of our program, we require that you give us a **one month written notice** to allow for possible tuition refunds (only unused tuition funds that were prepaid will be refunded) Any refunds due will be paid on the child's final day in our program.

## MEDICATION/ALLERGY MANAGEMENT

Written parental permission and directives are required for a preschool staff person to administer medication which is limited to Epi-pens or asthma medication. Please complete a "Medical Treatment" form. This form is from Snohomish County Health District and may be obtained in the preschool office.

### All medication must be:

- In original container
- Labeled with the child's name
- Have clear written instructions for dosage for the child's age
- Not past expiration date
- Medication must be left at school for the entire school year and updated as prescribed by doctor

Discuss all allergies with your child's teacher.

## CHILD INJURIES

### Emergency Medical Child Injury

All staff have been trained and certified in basic first aid, infant, child and adult CPR and blood borne pathogens. In case there is an injury that warrants a 911 call, we will call 911 and administer first aid until help arrives. We will contact parents. For this reason, we need emergency phone numbers on file for you to be reached. Preschool staff will accompany a child needing to be transported to the hospital and stay with the child until parents arrive.

### Non-Emergency Child Injury

A child injury form will be given to the parent or person picking up that day to sign. You will receive a copy of the documented injury and a copy will be added to your child's file. The form will state the site of the injury, how it occurred and what first aid, if any, was administered. If you need to gather more information from the teacher regarding the injury, please call the preschool office and we will return your call as soon as possible. In some cases, you may receive a phone call to come to school immediately after an injury occurs if we have concerns about your child's condition. Please monitor your phone and phone messages and call us back if you receive a call as soon as possible.

## BATHROOM

All children **must** be toilet trained prior to attending Harbour Pointe Christian School. Children need to be able to use the bathroom independently. Teachers are

not allowed to provide personal assistance for children. If an "accident" should occur, and children are unable to change themselves independently, parents will be notified.

### **CLOTHING**

PLEASE DRESS YOUR CHILD FOR PLAY! Children should not be hampered in their ability to take advantage of all that school has to offer. We encourage independence in self-help needs so children should wear clothes that are easy to snap, zip, put on and pull up. Please include appropriate outerwear for ALL weather conditions as will be going outside to play every day.

Please provide a gallon size bag, labeled with your child's name, with a change of clothes for your child that should include pants, shirt, socks, and underwear that will be left at school. If your child has an "accident" they will need to change themselves in the school bathroom. If this should happen, we will send home the soiled clothing and ask that you replenish the bag of clothing kept at school on your child's next school day.

Each child is required to wear a mask this year. Please put a clean **extra** mask in their backpack. All clothing and masks must be labeled with your child's name.

### **CHAPEL**

Chapel lessons are prepared for all classes two times most months. Students will meet in the sanctuary during their scheduled chapel times. **Parents are invited to attend chapel time.** Students will gather on the floor with the pastor and parents will gather in the surrounding chairs. Chapel time will begin in October-schedules will be sent home at that time.

### **PARENT CHAT**

Parents are invited to meet in Fellowship Hall at Pointe of Grace on **chapel days** for Parent Chat. Parent Chat is an informal time to enjoy coffee/tea/water and chat with other preschool parents. Parents are invited to join their child's chapel time following Parent Chat. Parent Chat will begin in October-schedules will be sent home at that time.

## EMERGENCY/SCHOOL CLOSURE POLICY

If it becomes necessary to close school due to the below listed emergency situations ***OR*** others not listed, no credit or refunds will be given for the days preschool is closed. HPCP **will not** make up missed school days due to circumstances out of our control.

**Closure will be communicated with a Brightwheel message by 7:00am.** Please enable Brightwheel notifications on your phone to receive important messages.

### **Snow or Ice**

If the Mukilteo School District reports any closure, HPCP will be closed. If the Mukilteo School District reports a delayed start, HPCP will be closed. Additional weather-related circumstances may be added to this list.

### **Power Outage**

If HPCP loses power for more than an hour during class time, we will need to dismiss all children. We will call a parent to come to pick up your child. If a power outage occurs before class in the morning, the staff will report to work. A decision will be made regarding closure within one hour of our arrival. We will communicate any updates to you through Brightwheel.

### **Widespread Illness**

If a widespread illness occurs that would prevent us from meeting our required staff/child ratio, we may need to close the preschool.



### FINANCIAL POLICY

The total tuition annual tuition for 2022-2023 is divided into 10 equal payments. **Payments are due on the 1st of each month.** Invoices will be sent via the Brightwheel App. Tuition received after the 5<sup>th</sup> of the month will incur a \$30 late fee. Tuition payments are due even if your child is absent for any reason.

### LATE TUITION POLICY

A \$30 late fee will be added to your tuition if paid after the 5<sup>th</sup> of the month. If tuition has not been paid by the last day of the month the child will not be able to attend class until the account has been made current. Any account outstanding more than one month may be subject to collections. Please let us know if your payment will be late for any reason. All payments must be made through the Brightwheel App.

### NON-SUFFICIENT FUNDS

There will be a \$30 charge for all NSF checks or declined credit cards received for any reason.

### REPORT CARDS

Teachers will assess all students in January and June of each year. Report cards will be sent home. If you have questions or concerns about your child's development or placement for the next school year, please contact your child's teacher or the preschool director via the Brightwheel app.

## **MANDATED REPORTERS**

All preschool staff are required by law to report and document any proven or suspected incidence of physical, sexual, or emotional abuse, neglect, or endangerment of a child immediately upon suspicion.

Children WILL NOT be released to anyone driving a motor vehicle if that person shows signs of being under the influence of drugs or alcohol. The person will be asked to arrange other transportation for themselves and the child. If they do not comply, we will call 911 to report the name of the adult and the make and model of the vehicle being driven.

## **POSITIVE DISCIPLINE**

We strive to set clear limits, letting children know from the onset what is acceptable behavior. Limits for the health and welfare of each child will be consistently maintained. Limits are based on an understanding of the child's needs and stage of development. They are designed to help a child develop inner control, respect the rights of others, and acquire positive problem solving and conflict resolution skills. We view conflict as an opportunity to develop these qualities in all children in our care.

If a child displays inappropriate behavior, they will be given an opportunity to identify a resolution to the problem when appropriate. "You both want the ball? How can we work this out?"

A child may be given the choice to discontinue the behavior or leave that activity. If a child's behavior is consistently inappropriate, a parent conference may be requested to discuss strategies to overcome the problem.

Physical punishment, spanking, mechanical restraint, or withholding food will never be used or implied. No degrading or abusive language will be used. These methods have little or no value in a group setting and do not model appropriate behavior; therefore, we do not use them.

For the safety of every child and staff member of HPCP, any child that continues to behave inappropriately by being excessively aggressive or violent toward another child or staff member may be subject to termination of enrollment.

## EXPECTATION OF MUTUAL RESPECT

The staff of HPCP strives to treat each of our clients and guests, parents, and children alike with professionalism and respect. We work to maintain the highest quality early childhood experience possible. We expect in return the courtesy and respect of our clients and guests. Behavior intended or perceived as bullying, threatening, abusive, demeaning, intimidating or slanderous is not acceptable in our school. Exhibiting these behaviors may result in termination of care, loss of access to our facility, and legal actions as appropriate.

## CUSTODIAL SITUATIONS

HPCP will not be involved in custody disputes. HPCP will follow a court order exactly as it is written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** If a custody issue creates a risk for our faculty or staff, HPCP has the right to terminate care.

## BRIGHTWHEEL BILLING AND TUITION INVOICING

Harbour Pointe Christian Preschool will be using the **Brightwheel** app, which helps our school to stay better connected to our families. We can observe and track children's development, communicate with families, share photos and videos on this app as well as manage our accounts and billing. You will receive tuition invoices through **Brightwheel** and can schedule payments using your checking account or credit card.

It is mandatory to use this app as it is our only database for our school. Once you download the **Brightwheel** app and create an account with the same email address you gave us, you will see your child's profile. You will receive an email invitation to sign up for **Brightwheel** app as soon as we process your child's enrollment form. Please let us know if you need any assistance with this process.

## COMMUNICATION

- Send us a message using the Brightwheel app
  - Notifications **must** be enabled on your phone & Brightwheel
  - Your message will only be seen by your child's teacher and the Preschool Director.
- Email us at: [harbourpointechristianschool@hotmail.com](mailto:harbourpointechristianschool@hotmail.com)
- Call us at: (425)353-7457

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