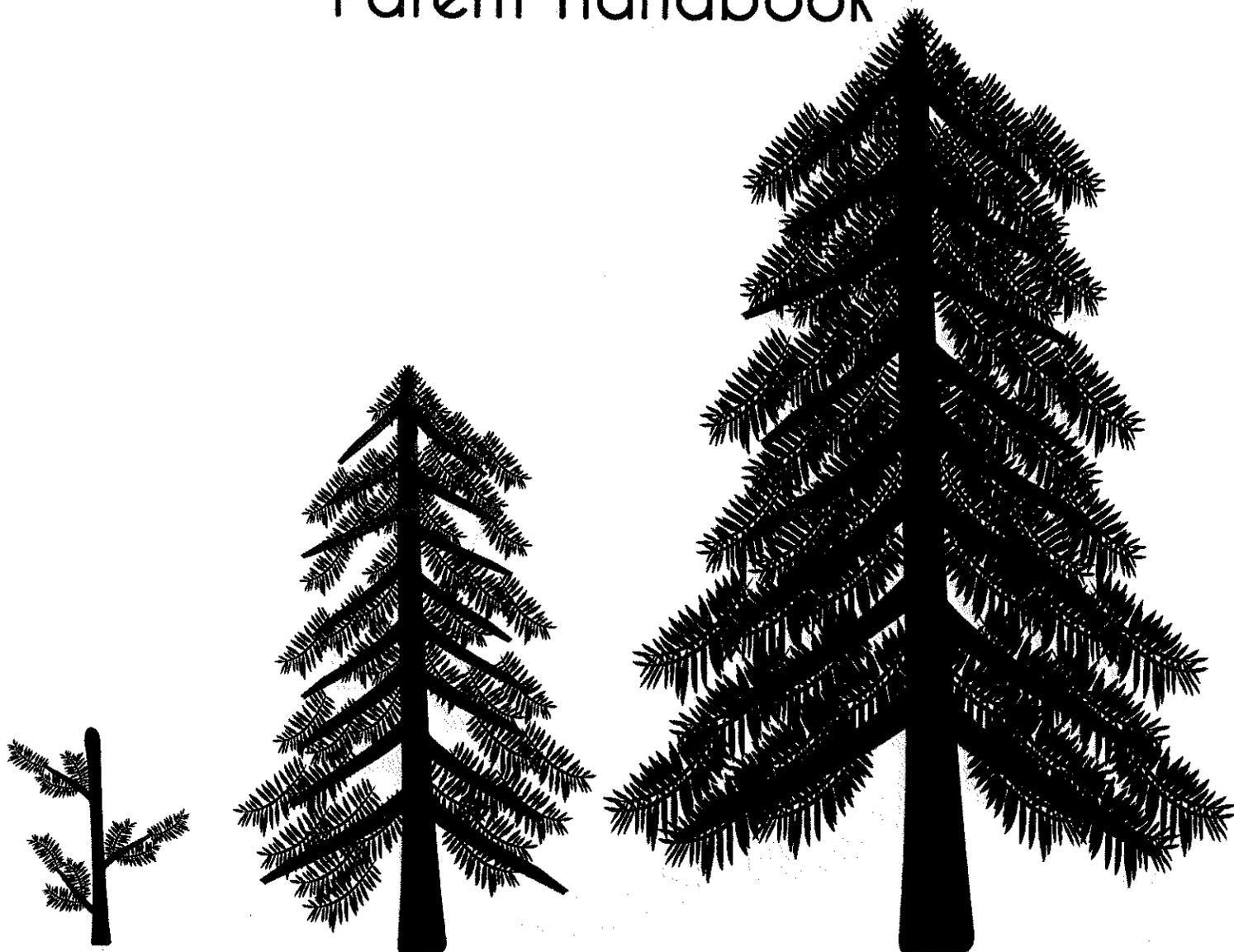


City of Normandy Park Preschool

801 SW 174th St.
Normandy Park, WA 98166
206-248-7603

Parent Handbook



“Where Kids Grow”

WELCOME TO NORMANDY PARK PRESCHOOL!

801 SW 174th St.

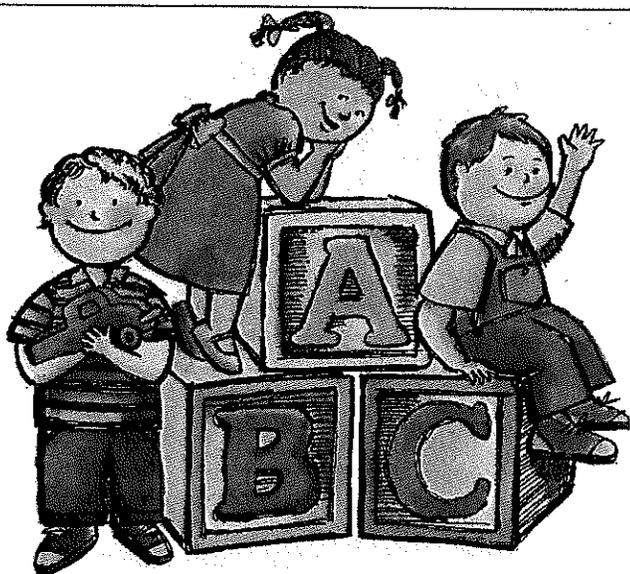
Normandy Park, WA 98166

(206) 248-7603

www.normandyparkwa.gov

2016-2017 Normandy Park Preschool Parent Handbook

2.5-3.5 CLASS		3.5-4.5 CLASS		PRE-K CLASS	
Teacher	JaVohn Perry	Teacher	Rhiannon Heinsohn rhiannonh@ci.normandy-park.wa.us	Teacher	JaVohn Perry
Teacher	Rhiannon Heinsohn rhiannonh@ci.normandy-park.wa.us	Teacher	Gretchen Tryon gretchent@ci.normandy-park.wa.us	Teacher	Gretchen Tryon gretchent@ci.normandy-park.wa.us



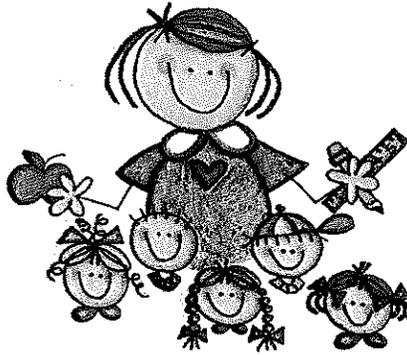
Welcome to
Preschool

❄️ SNOW POLICY ❄️

Turn to Channel 5 News or listen to the radio for the latest snow school schedule information. Normandy Park Preschool follows the Highline School District for school delays and closures.

If Highline School District is one hour delayed, the morning class will be in session with no changes to the schedule. If the school district is two hours delayed, the morning class will be cancelled. If the school district is closed for the day due to weather, ALL class sessions will be CANCELLED.

If you have any questions or need confirmation for a delay or closure, you can call or email your child's teacher.



2016-2017 Program Schedules & Tuition Payment

Class Title	Day/Time	Tuition
2.5-3.5 Class	Wednesday/Friday 9:00-11:30am	\$155.00
3.5-4.5 Class	Monday/Tuesday/Thursday 9:00-11:30am	\$195.00
Pre-K	Monday-Thursday 12:15-3:15pm	\$227.00

Payments are due the 20th of each month. A 1% late fee is charged per month on the balance owing.

Tuition for the month	is due on or before
September 2016	August 5, 2016
October 2016	September 20, 2016
November 2016	October 20, 2016
December 2016	November 20, 2016
January 2017	December 20, 2016
February 2017	January 20, 2017
March 2017	February 20, 2017
April 2017	March 20, 2017
May 2017	April 20, 2017
June 2017	May 20, 2017

OUR PHILOSOPHY STATEMENT

THAT EACH CHILD...

- ...be understood and appreciated as an individual with unique qualities.
- ...be treated with respect and understanding of his/her developmental stages and needs.
- ...is encouraged to be self-directed and self-motivated.
- ...be allowed to learn in creative ways through direct sensory experiences.

THAT THE TEACHER...

- ...be knowledgeable of developmental stages in young children.
- ...be warm, caring, and energetic in his/her teaching style.
- ...allow children to feel success without pressure.
- ...value the active involvement of parent participation in the child's learning.
- ...interact with children to facilitate learning and stimulate thinking skills.

THAT THE CURRICULUM

- ...is well-balanced, providing opportunities to develop the whole child (physical, intellectual, social, emotional, creative).
- ...provides activities that progress from simple to complex in difficulty to meet a wide range of abilities.
- ...provides a range of activities that encourage the development of thinking skills such as observing, classifying, and evaluation.
- ...has a strong emphasis in language development, incorporating the language arts (reading, writing/dictation, poetry, song).
- ...has an equally strong emphasis in mathematics and science allowing children to learn through their own natural curiosity and wonder of the world about them.
- ...has planned field trips to compliment activities and concepts presented in class.
- ...provides quality manipulative materials which are stimulating and inviting to the young child.

THE CLASSROOM

The classroom is prepared with learning centers. Each center is equipped with specific materials to enhance learning and develop skills.

CREATIVE DRAMATIC CENTER

Through role-playing and self-expression, children learn about social interaction as they explore new and different avenues of play. This center changes based on themes we are working on. Possibilities include house corner, hospital, space center, post office, dinosaur den, ocean biology lab, and more.

BUILDING AREA

Block play provides many opportunities for extensive concept development in all major areas of curriculum content. Mathematical concepts include measurement, spatial relationships, fractions, and size relationships. Scientific understandings of balance, gravity, and stability can be explored; language development is encouraged and pre-reading skills such as visual discrimination and matching become evident in the building area. Materials available include: blocks of various sizes, Brio Mec, Brio Train tracks with accessories, Duplos, Lincoln Logs, Connects, tubes, and tracks.

SENSORY TABLE

Children truly enjoy the sensory table where they can pour, fill, transfer, and dig a variety of tactile substances to their hearts content! Throughout the year, the table is filled with water, sand, bubbles, or ice, allowing for a variety of sensory experiences. Children are exposed to the basic concepts of volume, weight, and mass. They will have the opportunity for solitary, parallel, or cooperative play to meet his/her social development needs.

CREATION STATION

This area is a favorite among many of the children. It is a place where they can create anything that can be put together without using glue. Here children combine recyclable materials such as egg cartons, ribbon, fruit baskets, etc. to make wonderful creations. Putting these creations together requires planning, concentration/focus, and resourcefulness.

WRITING TABLE

Paper, pencils, markers, crayons, and scissors are available at this center for children who want to draw, dictate a story, or a letter to a family member or friend, or simply color. Some children have used this center to create their own books!

DISCOVERY CENTER

The Discovery Center looks out to a beautiful setting where a bird feeder attracts local chickadees and finches. This is an area where children can explore the question "I wonder what will happen if ..?" Concepts in life science, physical science, the earth, and the environment can be discovered.

ART AREA

Art plays a vital role in our preschool. The goal of art in the preschool classroom is to encourage children's creativity and develop physical, social and emotional, language and literacy, and cognitive skills through developmentally appropriate process-focused art experiences. Children are encouraged to explore and observe their world through art by providing a variety of mediums and experiences, including collage, printing, sculpting, working with textures, and painting techniques.

LARGE MUSCLE DEVELOPMENT

Our outdoor area is wonderful! A fenced-in area with a variety of play structures is ideal for outdoor play. City Hall Park provides the opportunity for nature walks, lawn games, and outdoor picnics. In the case of bad weather, the gym is equipped with tricycles, hula-hoops, balls, basketball hoops, slide, balance beam, and many other toys which encourage large muscle development.

THE CLASSROOM SCHEDULE

- ❖ Meeting Time to greet each other and talk about activities, concepts, and ideas
- ❖ Activity Time to focus on content areas of science, math, literacy, social studies and art; to develop social skills and to participate in snack
- ❖ Clean Up Time to work cooperatively as a community, develop responsibility and teamwork
- ❖ Circle Time to participate in music, movement, storytelling, and flannel board stories
- ❖ Outdoor/Gym Time
- ❖ Show and Tell Time to reinforce content development, language skills, and self-confidence
- ❖ Dismissal

THE PROGRAM

The framework of our program is supported by research that children learn through play. We have created a rich environment which respects the developmental stages of the preschool child. In our program, a child can explore his/her interests, move within the continuum of skill level in content areas, and develop in areas which aide in processing information such as observing, problem solving, organizing, connecting, and exploring.

Content areas of Literacy, Mathematics, Science, Social Studies, and the Arts are part of our daily structure.

MATHEMATICS includes numbers, patterns and relationships, geometry and spatial awareness, measurement and data collection, organization and representation. We provide many opportunities for children to count, think, and talk about numbers (number sense). On an almost daily basis we...

- Note one-to-one relationships between groups (comparing)
- Decide which groups have more or less
- Say and use numbers in order
- Count objects to find out 'how many'
- See numbers on calendars and clocks
- Use positional words-above and below, left and right, between
- Use ordinal words - first, second, third
- Move groups of objects together and apart (adding & subtracting)
- Divide a whole object into parts (fractions)

LITERACY includes vocabulary and language, phonological awareness (recognizing sounds that make up words), letters, words, print, comprehension and books. In our preschool, we provide literacy experiences which develop listening, thinking, understanding (comprehension), following directions, enjoying stories and poems, and increasing vocabulary. Materials available on a daily basis include:

Child-made Books	Puzzles	Flannel Board Stories
Stories with Tapes	Dictation	Magnetic Boards
Lotto & Bingo games	Puppets	Magazines & Resource Books
Show & Tell	Books	Matching & Memory Games

SCIENCE is the physical properties of objects, living things, the earth, and the environment. Our discovery center is equipped with magnifying glasses, magnets, rocks, feathers, and other materials children can touch, manipulate, weigh, and explore. We frequently plan science experiments in our activities. One example is mixing water with cornstarch and primary colors to observe the changes that occur.

SOCIAL STUDIES is the study of how people live, work, and get along with each other. Opportunities for learning pro-social behaviors such as sharing, caring, helping, cooperating, expressing wants and needs, and showing friendship are all a component of our daily routines and activities.

THE ARTS

DRAMATIC PLAY allows children to learn about and make sense of the world around them by acting out situations. Pretending to be a parent helps children begin to understand roles of responsibility and cooperation. Acting as a doctor or nurse in the hospital helps children gain an understanding of compassion and empathy. Our program has a creative dramatic center detailed in the "Classroom" section of this handbook.

RHYTHM, MOVEMENT, AND MUSIC is critical to the developing child. Not only do movement, rhythm, and music reinforce and extend concepts of mathematics, literacy, science, and social studies, but it is an area for free expression and communication of ideas and feelings. We encourage participation using tried and true favorite songs, stories, and instruments, including bells, rhythm sticks, scarves, sand blocks and other instruments. We have a scheduled circle time each day where music and movement is incorporated.

ART materials are available for coloring, painting, cutting, drawing, tearing, sculpting, and craft making. A special activity is introduced daily with a more focused approach to concept development such as special awareness (top, bottom, side), line (thick, thin, curved), texture (smooth, scratchy, bumpy), color, etc.

Themes throughout the year may include...Solar System, Seasons, Ocean Life, Bugs, Gardens, Dinosaurs, Shapes, Patterns, Butterflies, Birds, Transportation, Families, Landforms, Holiday Celebrations, Farms, Colors - mixing, shading, & exploring, and more!



2 $\frac{1}{2}$ - 3 $\frac{1}{2}$ Class Schedule

9:00 Arrival-Please bring your child into the classroom

9:15 First Circle

9:30 Activity Time

10:20 Clean-up Time

10:25 Second Circle - Music, Movement, & Story

10:45 Snack

11:00 Large Muscle - Gym or Outdoor Play

11:25 Treasure Box

11:30 Dismissal - Parents, please wait outside the door. The children will be dismissed one at a time. Thank you!

Why is it important to be on time?

- ✓ To establish a routine
- ✓ To keep from distracting the group
- ✓ To provide the optimal learning time for the children
- ✓ To honor the planning of the teacher

Please be on time for starting pre-school and for picking up your child.

Thank you!

2 ½ - 3 ½ Class Information

TREASURE BOX

The treasure box goes home each day with a new student as listed on the monthly calendar. Please help your child pick out one or two items. Treasure box time is held during the last circle of the day. This activity helps develop language skills and builds self-confidence. Parents are welcome to come and visit us during this time if you would like to see your child in action.



HELPFUL HINTS FOR CLOTHING

- Clothing should be comfortable, washable, and allow for self-dressing for easy bathroom accessibility (overalls are not easy).
- Shoes must be worn at all times in the classroom, gym, and in the outdoor play area. Shoes need to be appropriate for running and playing; open-toed shoes such as sandals or flip flops are difficult to play in and often the children want to remove them, so we ask they not be worn at school.
- Clothing should be appropriate for preschool play. The work of preschool is oftentimes messy! Clothing will surely get stained, so please don't have your child wear anything you don't mind becoming stained!
- If the sun is shining, we will most likely go outside. Please send appropriate clothing for outdoor weather.

BATHROOM

Please encourage your child to use the bathroom before entering the classroom. If your child is prone to accidents, please pack a change of clothing and a Pull-Up in their backpack or place in their cubby. If your child is beginning the transition from Pull-Ups to potty, please let the teachers know. We will fit in trips to the potty (teacher directed) until your child feels comfortable enough to let us know when he/she is needing to go.

ILLNESS

Please keep your child home if she/he has had a fever or has been vomiting in a 24-hour period of a preschool day.

TOYS

We encourage children to leave their toys at home. If they do bring something we will ask them to put it in their pocket or cubby for safekeeping. Toy guns, swords, or any toy weapon will not be allowed at preschool.

EMERGENCIES...EARTHQUAKES...FIRE

In the event of an emergency, the following steps shall be taken:

1. 911 will be called
2. An attempt to notify the parent(s) will be made
3. If a parent cannot be reached, we will attempt to notify those listed on the emergency information form.
4. All staff has been trained for emergencies and will follow evacuation and supervision responsibilities set forth by the City of Normandy Park.



3 $\frac{1}{2}$ - 4 $\frac{1}{2}$ Class Schedule



9:00 Arrival-Please bring your child into the classroom

9:15 First Circle

9:30 Activity Time

10:15 Clean-up Time

10:25 Second Circle - Music & Story

10:40 Snack

10:55 Large Muscle - Gym or Outdoor Play

11:20 Mystery Box and Goodbye Song

11:30 Dismissal - Parents, please wait outside the door. The children will be dismissed one at a time. Thank you!

Why is it important to be on time?

- ✓ To establish a routine
- ✓ To keep from distracting the group
- ✓ To provide the optimal learning time for the children
- ✓ To honor the planning of the teacher

Please be on time for starting pre-school and for picking up your child.

Thank you!

3 ½ - 4 ½ Class Information

MYSTERY BOX

The Mystery Box goes home each day with a new student as listed on the monthly calendar. Please help your child pick out one item. Help them come up with 2 or 3 clues what describe the item. If it helps your child, write the clues down and place in box. This will be used to help your child if needed at circle time. We will have Mystery Box time during the very last circle of the day. This activity helps develop language skills, deductive reasoning, communication, and listening skills. You are welcome to come and visit us during this time if you would like to see your child in action.



HELPFUL HINTS FOR CLOTHING

- Clothing should be comfortable, washable, and allow for self-dressing for easy bathroom accessibility (overalls are not easy).
- Shoes must be worn at all times in the classroom, gym, and in the outdoor play area. Shoes need to be appropriate for running and playing; open-toed shoes such as sandals or flip flops are difficult to play in and often the children want to remove them, so we ask they not be worn at school.
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- If the sun is shining, we will most likely go outside. Please send appropriate clothing for outdoor weather.

BATHROOM

Please encourage your child to use the bathroom before entering the classroom. If your child is prone to accidents, please pack a change of clothing in their backpack or put the clothing in their cubby.

ILLNESS

Please keep your child home if she/he has had a fever or has been vomiting in a 24-hour period of a preschool day.

TOYS

We encourage children to leave their toys at home. If they do bring something we will ask them to put it in their pocket or cubby for safekeeping. Toy guns, swords, or any toy weapon will not be allowed at preschool.

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Pre-K Class Schedule



12:15 Arrival-Please bring your child into the classroom

12:30 First Circle

12:45 Activity Time (includes Snack Time)

2:00 Clean-up Time

2:10 Second Circle

2:30 Large Muscle-Gym or Outdoor Play

2:50 Show and Tell

3:15 Dismissal - Parents, please wait outside the door. The children will be dismissed one at a time. Thank you!

Why is it important to be on time?



- ✓ To establish a routine
- ✓ To keep from distracting the group
- ✓ To provide the optimal learning time for the children
- ✓ To honor the planning of the teacher

Please be on time for starting pre-school and for picking up your child.

Thank you!

Pre-K Class Information

SHOW AND TELL

Your child will have scheduled show and tell days which will be noted on the class calendar; please help your child find something that relates to the theme of the week. This is a wonderful opportunity to build upon skills your child has already developed, increase his/her self-esteem and confidence, practice using descriptive words, and become a better listener. Show & Tell will take a break during our Bright & Shiny Star months, resuming after each child has had a Bright & Shiny Star day.

BRIGHT AND SHINY STAR DAY

During the month of January, we will begin our Bright and Shiny Star series. Each child will be assigned a day that will be dedicated to them. A wonderful time for peers to validate each other on a page entitled, "What I like best about (child's name). Each child will present an "All About Me" poster and a star of their favorite pictures, etc.. Each child will truly be a star for the day!

PARENT-TEACHER CONFERENCES

Beginning in the month of January, the teacher will begin student assessments. This is a wonderful opportunity to gain insight to your child's development and will be a positive experience, enabling your child to demonstrate skills in a safe and relaxed manner. Parent-teacher conferences will be held in February, providing a time to discuss social, cognitive, and physical development of your child and their kindergarten readiness. Parent volunteers will be needed in the classroom during the one-on-one assessments.

STUDENT LEADERSHIP AND DAILY RESPONSIBILITIES

During the year, each child will have the opportunity to demonstrate to their peers what it looks like to be a leader. When we can demonstrate skills we have learned to others, we deepen our learning experience. There will also be opportunities to work cooperatively with one another during daily routine tasks.

BIRTHDAYS

If your child's birthday falls on a school day, they may bring in a special treat to be handed out to each child at the end of the school day. They will make a birthday crown and be able to take an item from our birthday party box. Children whose birthdays fall during the summer have the option of choosing a day they would like to celebrate their birthday during school. Please let the teacher know beforehand to make sure there are no conflicts with previously scheduled events.

HELPFUL HINTS FOR CLOTHING

- Clothing should be comfortable, washable, and allow for self-dressing for easy bathroom accessibility (overalls are not easy).
- Shoes must be worn at all times in the classroom, gym, and in the outdoor play area. Shoes need to be appropriate for running and playing; open-toed shoes such as sandals or flip flops are difficult to play in and often the children want to remove them, so we ask they not be worn at school.
- Clothing should be appropriate for preschool play. The work of preschool is oftentimes messy! Clothing will surely get stained, so please don't have your child wear anything you don't mind becoming stained!
- If the sun is shining, we will most likely go outside. Please send appropriate clothing for outdoor weather.

BATHROOM

Please encourage your child to use the bathroom and wash their hands before entering the classroom. If your child is prone to accidents, please pack a change of clothing in their backpack or put the clothing in their cubby.

ILLNESS

Please keep your child home if she/he has had a fever or has been vomiting in a 24-hour period of a preschool day.

TOYS

We encourage children to leave their toys at home. If they do bring something we will ask them to put it in their pocket or cubby for safekeeping. Toy guns, swords, or any toy weapon will not be allowed at preschool.

EMERGENCIES...EARTHQUAKES...FIRE

In the event of an emergency, the following steps shall be taken:

1. 911 will be called
2. An attempt to notify the parent(s) will be made
3. If a parent cannot be reached, we will attempt to notify those listed on the emergency information form.
4. All staff has been trained for emergencies and will follow evacuation and supervision responsibilities set forth by the City of Normandy Park.

OPEN DOOR POLICY

It is our hope and desire to make this school year an enriching experience for you and your child. If you should have any questions about the contents of this handbook, monthly calendars, upcoming events, or how your child is doing, please contact the teacher by email or phone.

WONDER...

If a child is to keep his inborn sense of wonder, he needs the companionship of at least one adult who can share it, rediscovering with the joy, excitement, and mystery of the world we live.

SNACK GUIDELINES

It's your turn to bring snack...what should it look like?

- ~ DO bring at least 2 or 3 prepared nutritious foods, such as apples or crackers & cheese. Please bring all foods cut and ready to serve (see examples below).
- ~ DO bring enough for that day only unless arranged ahead of time with teacher
- ~ DO NOT bring napkins, cups, or cutlery
- ~ DO NOT bring boxed juices, Capri Sun, or snacks that are overly messy and difficult to distribute
- ~ DO NOT bring snacks high in sugar/fructose such as candy, Twinkies, or Kool-Aid
- ~ DO NOT bring snacks that are choking hazards, such as nuts, seeds, grapes (unless cut in half) or other small round food



Snacks for holidays, such as Halloween or Valentine's Day

If your snack day falls on a celebration day, you are welcome to bring sweet treat for that day in addition to the nutritious food.

Birthdays... We celebrate birthdays with a song and a birthday crown. If you would like to bring treats in honor of your child's birthday, we suggest bagging the treats and handing them over after class. Please do not bring sheet cakes. If you bring cupcakes, please bag them so they are ready to send home. Thank you!



SNACK SUGGESTIONS...

Fruit... apples (cut or sliced), oranges, bananas, kiwis, grapes (please cut in half for 2's & 3's)

Veggies... carrots, cucumbers, celery, etc...

Cheese... cheddar, jack, string cheese (please cut the string cheese in half)

Crackers... graham, cheese, wheat, rice, etc...

Others... Yogurt (a large container - teacher's will spoon into cups), applesauce, granola bars, breads (banana, etc...)

These are simply suggestions; there are many other appropriate foods.

How do we serve snack? We have serving plates, cups, napkins, and pitchers (for water). Each child has his/her own placemat. The children learn how to serve themselves. They will be in charge of taking an allotted number of items from the serving plate (developing listening skills, number skills, and independence), eat with manners (developing self-control and respect), and clean up when they have finished (developing responsibility and a sense of belonging to a group).

Keep Kids Home...

Please do your part and keep your child or yourself home from preschool if any of the following symptoms apply:

- Fever within the last 24 hours.
- Severe or phlegm-producing cough.
- Thick colored nasal discharge.
- Sore throat with fever or swollen glands.
- Within 24 hours of beginning antibiotic treatment.
- Three or more watery stools in 24 hours.
- Vomiting two or more times in 24 hours.
- Body rash, especially with a fever.
- While chicken pox sores are still infected.
- Thick mucus or pus draining from the eye.
- While any evidence of lice remain.

Look objectively at the person who isn't feeling up to par and ask yourself, if the situation was reversed: "Would I like my child to possibly catch this?" That will help you make your decision.

FIELD TRIPS

Normandy Park Preschool

Field trips are a fun way to provide learning experiences outside the classroom. There will be a variety of field trips offered throughout the year. Each field trip will be organized by the classroom teacher and carried out with the assistance of volunteer parents. The following is a list of safety regulations and mandatory criteria:

- 1) **Before attending any field trip, a pre-paid account must be established with the City of Normandy Park in the amount of \$75.00 (2's & 3's classes), \$100.00 (pre-k class).** The finance department with the City will provide you with an account balance upon request. You will be refunded any balance at the end of the year.
- 2) An adult-to-child ratio shall be determined by the classroom teacher based on the content of the field trip. This ratio will be stated on the consent form for each outing.
- 3) Each attending child must be under the supervision of an adult volunteer. If this volunteer is not the parent or legal guardian, the assigned adult's name will be clearly stated on the consent form. Teacher's help supervise, but cannot be solely responsible for any child due to City of Normandy Park policy.
- 4) Each parent must complete a consent form, including a waiver of liability for the City of Normandy Park.
- 5) Each volunteer driver must have a valid driver's license and a fully insured vehicle. The vehicle must have adequate seating including a separate seat belt for each child passenger's car seat.
- 6) Car seats will be provided by the child's parent/guardian.
- 7) All parent/student participation is voluntary.
- 8) Field trip fees shall be deducted from the family's field trip account.

*****SAMPLE*****

Normandy Park Pre-School

We're going on a Field Trip!

DESTINATION: Seattle Children's Theatre for the production of A Year With Frog and Toad

DATE: Thursday, May 5, 2016

RETURN: On your own

Adult/Child ratio: 1:2

Cost: Yes Child: \$11.00 Adult: \$11.50

MARK THE APPROPRIATE STATEMENT(S) AND RETURN THIS FORM TO YOUR CLASSROOM TEACHER ON OR BEFORE APRIL 20, 2016.

CHILD'S NAME: _____

_____ My child will **NOT** attend this field trip. (Please let your classroom teacher know if you are not able to attend this field trip. Thank you!)

_____ My child **WILL** attend this field trip under the supervision of another assigned adult.
(Please name adult _____)

_____ I can drive on this field trip **AND** I can transport _____ passengers.

_____ I can drive my child and myself only.

_____ I would like to ride with another driver.

_____ # of tickets you agree to purchase. This will be deducted from your field trip account.

I fully understand that this event will take place away from school grounds and that participation is voluntary and not sponsored nor required by Normandy Park Pre-School and that my child will be under the supervision of myself or another adult not employed by the City of Normandy Park. **I HEARBY GIVE MY CONSENT FOR MY CHILD TO PARTICIPATE IN THE FIELD TRIP EVENT SPECIFIED ABOVE.**

Parent/Guardian Signature: _____ Date: _____

NOTE: A copy of the classroom emergency form will be sent with each child whose parent/guardian is not attending the field trip.