CREATIVE KIDS PRESCHOOL

PARENT INFORMATION HANDBOOK

425-430-6700 or RentonWA.gov

DEAR PARENTS

Welcome to Creative Kids Preschool. Included in this handbook is registration and tuition information, and a general overview of Creative Kids Preschool program and guidelines.

OUR PHILOSOPHY

We believe that children learn best by actively exploring their environment. Experiences are provided to enhance each child's emotional, social, physical and intellectual development.

And

We feel it is important to help your child develop a positive self-concept by providing opportunities for success.

And

To aid in your child's development we provide:

Art & Creativity
Enrichment Adventures
Academics
Music & Movement
Cultural Development
Fitness & Fun
Social & Sharing Skills
And More!!

Sincerely,

Creative Kids Preschool Teachers

PROGRAM GOALS

COLORS AND SHAPES

» Recognizes and names primary colors.
» Recognizes circles.
» Recognizes squares, triangles and rectangles.
» Matches shapes or objects based on shape.
» Copies shapes.

NUMBERS

» Counts orally through 30 (minimum).
» Counts objects in one-to-one correspondence.
» Understands empty and full.
» Understands more and less.

READING READINESS

» Remembers objects from a given picture.
» Knows what a letter is, recognizes letters and letter sounds.
» Has been read to frequently.
» Looks at books and magazines.
» Recognizes some nursery rhymes.
» Identifies parts of the body.
» Knows common farm and zoo animals.
» Pronounces own first and last name.
» Expresses self verbally.
» Identifies other children by name.
» Tells the meaning of simple words.
» Repeats a sentence of 6-8 words.
» Pretends to read.
» Uses left-to-right progression.
» Answers questions about a short story.
» Looks at pictures and tells a story.
» Prints own first name.

POSITION AND DIRECTION

» Understands up and down.
» Understands in and out.
» Understands front and back.
» Understands over (on) and under.
» Understands top, bottom, middle.
» Understands beside and next to.
» Understands hot and cold.
» Understands fast and slow.

LISTENING AND SEQUENCING

» Follows simple directions.
» Listens to a story.
» Listens carefully.
» Recognizes common sounds.
» Repeats a sequence of sounds.
» Repeats a sequence of orally given numbers.
» Retells simple stories in sequence.

REGISTRATION AND TUITION

There is a $75 non-refundable registration fee. The last month's tuition is due at the time of registration. Participation is on a pre-paid basis only and payments are due 30 days prior to the first day of class each month.

Monthly Tuition	Res.	Non-Res.
3-year-old class	$115	$138
4-year-old class	$125	$150

For your convenience, monthly tuition can be set-up to be automatically charged to your Visa or MasterCard debit or credit card. Checks should be made payable to the City of Renton. Tuition payments can be made during Renton Community Center business hours or on-line at **RentonWA.gov/cybersignup.org.** The City of Renton will impose a NSF check fee for any returned item.

Note: Failure to pay tuition in a timely manner will result in student(s) removal from the program and unpaid balances will be collected through the City of Renton Finance Department.

WITHDRAWALS

If you decide to withdraw your child, written notice must be given 30 days in advance. Failure to provide 30 days written notice will result in forfeiture of the pre-paid tuition.

SCHOOL CALENDAR

Creative Kids Preschool follows the Renton School district calendar. Important information such as teacher in training days, holidays and breaks will also be noted in monthly calendars and newsletters.

DAILY SCHEDULE

ARRIVAL AND GREETING

» **Most important part of each day!**

» Opening circle time, calendar, day of the week, weather, introduce new materials and layout our school day.

EXPLORATION TIME

» This is self guided by students. Teachers help guide and direct students—making a more memorable experience.

» Students may choose from learning centers and special projects.

» Small group activity guided by teacher.

» Coloring, art, worksheets (i.e. cutting, tracing matching, etc.)

MUSIC AND MOVEMENT

» Songs, chants, and rhyming.

» Dancing, singing, and direction following CDs.

» Classical music is played throughout exploration time.

» Yoga

SNACK-TIME

STORY TIME

» Early literacy skills.

» Themed stories of monthly / weekly curriculum.

OUTDOOR OR GYM TIME

» Group activities

» Free play

GOOD-BYE AND DISMISSAL

» End of day discussion remembering what we did today.

» Talk about the next scheduled class day.

» Good bye song

» Dismissal

» A late fee of $5.00 for every five (5) minutes past dismissal time will be added to your account.

NOTE: Creative Kids Preschool participates in birthday, holiday, and spirit week celebrations. If you have a special holiday or interest you would like to share, please take time to discuss this with our teachers.

CLASSROOM GUIDELINES

School Year: Creative Kids Preschool is a school-year program which follows the Renton School District. Parents/caregivers are responsible for signing students in and out. For most short absences, you do not need to call the school. Please try to schedule trips and vacations during school breaks. Transitions are often difficult for preschoolers, so joining or leaving a program midway will pose challenges for the individual child as well as the group. If your child will be gone for an extended period, such as with a major illness or family trip, please notify your child's teachers.

Arrival and Pick-up: Punctuality is the key to our success. All children should be present at the start of each class as this is a crucial part of each day. We start with a collaborative learning circle time where group and individual participation and open dialog take place. The classroom door will shut five minutes after class begins.

Teachers will open the classroom at 9:15 a.m. or 12:15 p.m. If you and your child arrive earlier, please wait outside of your child's classroom in the lobby. Please remember the Community Center can be crowded so keep a close eye on your child.

Class ends at 11:45 a.m. or 2:45 p.m. The classroom door will open when class is over. Please remain outside of the classroom until the door is opened. If you are going to be late picking up your child please call the Renton Community Center at 425-430-6700 (press 8) and the teachers will receive a message.

Please be mindful that the half hour break between the morning and afternoon classes is set aside for teacher planning time and lunch break. If you need to speak with your child's teacher's please make arrangements with them prior to just staying during this break time.

Please keep the Renton Community Center phone number with you at all times. Teachers will follow the procedures below when a child is not picked up:

1. Attempt to contact the parent(s) or guardian (s) on home and cell numbers.
2. Attempt to contact any and all persons listed as emergency contacts.
3. Dial 9-1-1 to alert authorities if more than 60 minutes has passed and no contact has been made with parent(s), guardian(s) or anyone listed as an emergency contact.

The City of Renton late rule will be enforced. $5.00 for every five minutes past dismissal time will be added to your account and will need to be paid no later than the next tuition due date.

Snack Time/Lunchbox and Snacks: There is a 20-minute snack time during each class. Please include a nutritious snack and beverage for your child each day. Label your child's lunch box, sack or any other container with child's name. Due to the increasing number of children with food allergies you may be asked to refrain from bringing certain snacks to preschool. **Creative Kids Preschool is a peanut-free zone.**

Please remember that while our teachers remind children not to share food with classmates and try very hard to be vigilant at snack time, they cannot absolutely guarantee that your child will not come into contact with food items to which they may be allergic. If your child has a severe allergy, please be sure to discuss it with your child's teachers.

Communication: We want you to know how your child is doing at preschool. Phone calls or conferences are always welcome. Communication is vital to your child's and the teacher's successful experience at school. To get a message to your child's teachers please call the Renton Community Center main line at 425-430-6700 or email csmith@rentonwa.gov.

Potty Trained: All children that are registered for Creative Kids Preschool 3 and 4 year old program must be potty trained—no exceptions. This is a requirement for each child that will be attending. We understand that accidents will happen **so please provide your child with a change of clothes and underwear that will fit inside their backpack.**

Clothing: Dress your child in clothing that is okay to get messy! Due to the various play and art activities, we cannot predict when a spill will happen. We like to go outside, so please make sure your child has appropriate clothing each day to keep him/her warm. Picture day is considered "dress-up" day; the teachers will refrain from messy activities for that day so that you may dress your child as you see fit.

Safety: Staff is trained to keep the facility safe. You can help by walking your child all the way to and from the preschool classroom. Please sign in/out your child daily on the sheets located near the classroom door.

Your child's safety is important to us. Teachers will only release your child to you or another person listed in the Pick-up Authorization section of your Registration Form. If anyone else will be picking up your child (including another child's parent), you must notify the teacher in writing. Teachers will not release a student to an unauthorized person.

Report to a teacher or Community Center staff any suspicious persons or potential safety hazards in the facility or parking lot.

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Student Curriculum: Each child will receive a portfolio at the end of the school year with projects, photos, and keepsakes that we have worked on throughout the school year. Some of the lesson plans and art work will be set aside throughout the year for their portfolio. Creative Kids Preschool does not give homework.

Show and Tell: Show and Tell is held every other week. It will be noted on our class calendar and news letter. Each child can bring something they wish to talk about and share with their classmates.

Field Trips: Your child's class will be taking trips occasionally. When a trip is scheduled, it will be noted on the monthly calendar.

IT'S TIME FOR SCHOOL

Ahead of Time: Establish a ritual. You might develop a short and simple routine to follow when it's time to part, such as hanging up their coat, dropping off their lunch box, giving each other a big hug and a kiss, saying, "I love you" and waving good-bye.

Time to Part!: Focus on the positive. Remind them they are loved, they will be safe, and they will have fun—not that mommy will miss them.

Always tell your child that you will come back, and always arrive on time for pick-up. This builds trust, both in you and the teacher.

Smile and follow through. Even if you are hesitant yourself, put on a brave face and tell your child you must leave—and then leave. Don't linger too long, as this only adds more anxiety to the situation. Our teachers are much more effective at calming down your child once you are gone. Your child needs the opportunity to develop trust in their teacher to take care of them while you are away.

Expect lapses. Children from three to five years of age may show distress seemingly out of the blue. Possible causes include difficulties at home or breaks in routine, such as returning from a vacation or illness.

BEHAVIOR

Student discipline is a positive, ongoing process. Teachers understand that student behavior problems have a range of causes with many solutions. Teachers will respond to problematic behavior in calm, consistent, proactive ways. Their understanding of children's developmental skills and abilities leads to realistic and attainable expectations of behavior and conduct. Teachers make effort to bond with each student and build relationships to know each students temperament and personality.

Preschool teachers use a variety of techniques to deal with classroom management and student behavior. Before the children enter the classroom, we create an interesting and developmentally appropriate curriculum and prepare a stimulating learning environment to engage each child's mind and encourage emotional and intellectual growth and skill acquisition. At Creative Kids Preschool, we use a guidance and a redirecting technique. This involves four steps:

» First, we build the child's self-esteem by noticing and commenting on the child's strengths and interests and by giving attention to positive behavior.

» Second, we share control with the child by giving attention to positive behavior.

» Third, we use logical consequences with empathy to help the child learn from negative choices or mistakes.

» Fourth, we encourage the child to think, identify and solve problems.

Effective discipline requires clear and consistent expectations. Parents play an important role in behavioral issues and preschool. Through parent/teacher conversations, notes, phone calls and other communications, parents and teachers share information about children's behavior, successful strategies and unusual circumstances. Individual issues will be addressed as they arise. Parents are encouraged to work with their child and the teachers in problem solving for any school behavioral problems.

Creative Kids Preschool is not a parent/child co-op. However, parents may be asked to observe or interact if their child's behavior requires excessive teacher attention. If the behavior cannot be resolved, the teachers will meet with the child's parents to determine if it is appropriate for the child to continue in the preschool. Creative Kids Preschool staff reserve the right to request that a child be removed from the program if he/she poses a threat to him/herself or to any other program participants.

ILLNESS

If your child is ill, please do not send him/her to school. Your child would be better served to stay at home until he/she is better. If your child has a fever, active rash, nausea, heavy or colored nasal discharge, sore throat, stomach pain or has vomited or had diarrhea, he/she is not well enough to attend school. If a child displays symptoms of illness while at school, the parent will be notified and asked to pick up the child promptly. Our staff cannot administer prescription or non-prescription medication to children.

Common Communicable Diseases: Please notify the teacher if your child contracts any communicable diseases (e.g., chicken pox, scabies, ringworm, impetigo, hepatitis, measles, etc). We appreciate the opportunity to control any further spread of the disease in the classroom. This allows us to alert the families of those children who have been exposed to a communicable disease.

INJURIES

All injuries will be treated by the teacher or the Renton Community Center staff, and parents will be notified at the time of pick-up. If we feel that the child should receive medical attention, we will notify you immediately. In case of a serious injury, the following procedure will be used.

» Administer first aid/CPR and call 911.

» Contact parent or emergency contact.

» File incident report.

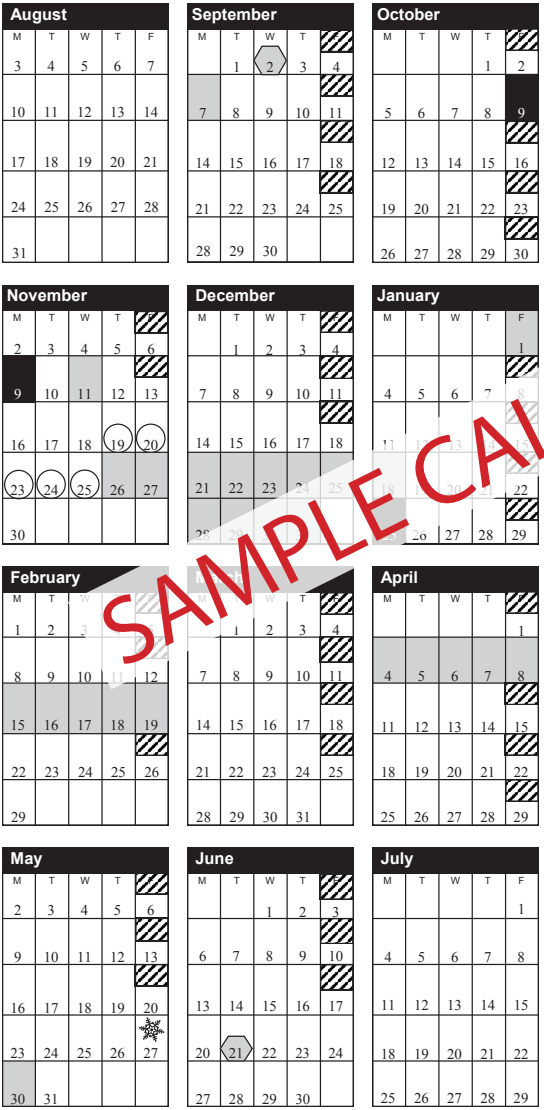
INCLEMENT WEATHER

In the case of inclement weather (i.e., snow, flooding, heavy winds), Renton School District procedures will be followed. Many radio stations (KING 1090, KOMO 1000, KIRO 710, KVI 570) will provide information on bad weather days and this information can also be found at **SchoolReport.org or renton.wednet.edu.** Announcements apply only to the day on which they are made. If Renton is not mentioned, it means school is open on the regular schedule.

If Renton schools are closed, all City of Renton Recreation classes and activities will be cancelled.

If Renton schools have an unscheduled late start due to inclement weather, morning activities and classes will be cancelled.

Renton SCHOOL DISTRICT



This initial calendar includes first and last day of school as well as major holidays and teacher training days.

Grading periods are not listed on this calendar.

A complete calendar will be posted as those dates are determined.

September 2	First Day of School
September 7	No School—Labor Day
October 9	No School—Teacher Training Day
November 11	No School—State Teacher Training Day
November 19-25	No School — Veterans Day
November 26-27	Parent/Teacher Conferences
	No School — Thanksgiving Break
Dec. 21– Jan. 1	No School — Winter Break
January 18	No School — MLK Jr. Day
January 25	No School—Teacher Training Day
February 15-19	No School— Mid-Winter Break
April 4-8	No School—Spring Break
May 27	Snow Make Up Day (if needed)
May 30	No School — Memorial Day
June 21	Last day is a half-day for all students

90-minute late starts at all schools (All schools start 90 minutes later than usual.)

Holiday, No School

Teacher Training Day, No School

First & Last Day of School

Snow Make-Up Day if needed

Parent Conferences

All dates on this initial calendar, specifically the dates in red, are subject to negotiations and School Board approval.

SAMPLE CALENDAR

VISIT RENTONWA.GOV OR CALL 425-430-6700

FOR MORE INFORMATION