



glory days preschool handbook 2018/2019



SAMMAMISH
PRESBYTERIAN
CHURCH

Main Office:
425.868.5186
22522 NE Inglewood Hill Rd.
Sammamish WA 98074
Glory Days Preschool Director:
Huma Taj
425.868.5186 x128
humataj@glorydayspreschool.org
www.glorydayspreschool.org

mission statement

Glory Days Preschool strives to encourage children's social, intellectual, physical, emotional, and spiritual growth in a safe, fun, Godly environment through developmentally appropriate and play-based curriculum.

Objectives:

1. Teach children about the love of Jesus Christ.
2. Encourage the love of learning through hands-on activities, well-planned curriculum, and guidance from our staff.
3. Lead children to the knowledge that they are both lovable and capable.

Goals:

1. Students will leave our school with a beginning foundation of the knowledge of who God is and that He loves them.
2. With the use of weekly themes, Bible stories, music, active play, circle time, arts and crafts, and free choice time, children will develop the skills necessary to thrive in kindergarten and beyond.
3. Parents and children will feel supported, loved, and nurtured by staff.

classes

The school year begins with a parent/child "Meet & Greet" from 10-11am. The Sunbeams will meet on Monday, September 10th. All other classes meet on Tuesday, September 11th. This is a time to meet your child's teacher and see the classroom. Details on your child's "Meet & Greet" day is included in the cover letter.

First full day of classes begin on:

Wednesday, September 12th for all classes but Sunbursts

Thursday, September 13th for Sunbursts

Although there are occasional exceptions, we strive for a class size of 12 students and 2 teachers for our younger classes, and 14 students and 2 teachers for our Pre-K classes. All classes meet from 9:15am-12pm.

Class Name	Ages	Class Days	Tuition
Sunbeam	2½-year-olds	Monday/Wednesday	\$230
Sunburst	3-year-olds	Tuesday/Thursday	\$230
Sunray	3-year-olds	Tuesday/Wednesday/Thursday	\$305
Starlight Pre-K	4 and 5-year-olds	Tuesday/Wednesday/Thursday	\$305
North Star Pre-K	4 and 5-year-olds	Monday/Tuesday/Wednesday/Thursday	\$385
Rainbow Pre-K	4 and 5-year-olds	Monday/Tuesday/Wednesday/Thursday	\$385

We follow the Lake Washington School District break/holiday schedule. Refer to page 9 for the complete school calendar.

specialists

We offer a weekly chapel time where each class meets in the Sanctuary to hear a Bible story, sing, and learn more about God. We also offer a weekly yoga class for 3-year-olds and older. Children will participate in a total mind-body workout that combines strengthening and stretching poses with breathing and relaxation. Music, movement, artwork and stories will be used to engage the children.

tuition

Monthly tuition is due by the first school day of each month. The tuition amount will be the same each month from September through June. We divide our yearly tuition into 10 equal payments in order to make it simple and cost effective for families. A discount is available for families with more than one child enrolled in the program. Tuition will not be discounted for days missed (including snow days) while preschool is in session or refunded if a child is withdrawn from the program.

Please make all payments out to Sammamish Presbyterian Church (SPC). Tuition may be paid by cash or check at the church's front desk, or via automatic bank payment, or online at glorydayspreschool.org. Please note "Glory Days Preschool" on the memo line of checks. If you pay online, you can set up a recurring payment for the whole year. A late fee of \$10 will be assessed for any payment received after the 10th of the month (except for September, when the fee is assessed after the 14th). A \$25 fee will be charged for any NSF checks.

Should a student need to withdraw from Glory Days Preschool during the school year, we ask for a 30-day written notice to the preschool director or coordinator (email is acceptable). Tuition for a current month is non-refundable. With enough notice, future tuition may be pro-rated.

Glory Days Preschool has a scholarship program available to support our families. If you are interested in learning how to benefit from or contribute to the scholarship fund, please contact Preschool Coordinator, Korina Meyer at korinameyer@glorydayspreschool.org.

office hours

- Parents can direct general questions, feedback and concerns to their child's teacher or to the Glory Days Preschool Director, Huma Taj, at 425.868.5186 x128 or humataj@glorydayspreschool.org.
- Questions regarding tuition can be directed to our Preschool Coordinator, Korina Meyer, at korinameyer@glorydayspreschool.org.
- Glory Days Preschool is open Monday through Thursday from 9am-1:30pm.
- The SPC front desk is open Monday through Thursday from 9am-3pm; campus is closed on Fridays.

visitors

Due to insurance and other liability issues, we are not able to have non-registered family or friends attend class with our students.

school closures

The SPC campus will be closed for inclement weather when conditions exist that put the safety of children, staff and church attendees at risk. **Glory Days Preschool will be closed when the Lake Washington School District is closed or delayed for any amount of time due to weather.**



arrival/departure

Glory Days Preschool classes begin at 9:15am and conclude at 12pm (see map on page 7 for classroom locations). Classroom doors will open when class time is scheduled to begin, so it will not be possible to drop your child off early. For children participating in Lunch Bunch, class will conclude at 1pm.

For safety reasons, please do not leave siblings unattended in vehicles while dropping off or picking up your child. We have been advised that parents could be ticketed for this. Please park in marked stalls only and do not park in our handicapped spots unless you have a permit.

Please send your child with a backpack each day that contains an extra set of clothes. We also ask that they wear a jacket and closed toe shoes for outdoor playtime. Parents will be expected to sign their child in and out of each session on an official roster. At the conclusion of each class, teachers will dismiss students to parents one at a time. Please plan to arrive promptly at the conclusion of each class to pick up your child. A \$5 fee will be charged at the five minute late mark and for every five minutes thereafter. Please call to notify us if your child will not be in school for any reason.



lunch bunch

This is an opportunity for students to add an extra hour to their Glory Days Preschool day, eat lunch with friends and enjoy additional play time. Lunch Bunch will be offered most school days beginning October 2nd.

The fee for *each* Lunch Bunch hour is \$7. Lunch Bunch sessions must be purchased before your child can participate. They are available in quantities of 5 lunch hours (\$35), 10 lunch hours (\$70), or 20 lunch hours (\$140). Please remember to make all checks payable to SPC and submit to the front desk. You will receive an email when your child has used their last pass so you'll know when to write another check. Unused Lunch Bunch passes are non-refundable, but may be carried over to your family for the next school year.

When your child is staying for Lunch Bunch, please follow the guidelines below:

- Mark the "Lunch Bunch" box option next to your child's name on the sign-in/sign-out sheet.
- Send a sack lunch with your child. We strive to be a nut-free campus; **DO NOT** send anything with peanuts, peanut butter or nut products.
- Pick up students promptly at 1pm, one hour past the standard class dismissal time.



glory kids! *Glory Kid of the Day/Snack Provider*

At Glory Days Preschool, we strive to make each child feel special. One way we achieve this is by assigning each child a turn at being our "Glory Kid" of the day. Each child will have the opportunity to be a Glory Kid several times throughout the school year. A Glory Kid may lead the line, help with the calendar, check the weather or be given other special assignments that are age-appropriate. (continued next page)

The Glory Kid will also be our snack provider for that day. Your child's assigned days will be noted on the monthly classroom calendar. Please notify your child's teacher if you are unable to bring snacks on your assigned days.

REMEMBER: Glory Days Preschool strives to be a **peanut-free and nut-free** campus. This applies to ALL snacks and lunches. Please check ingredients to ensure there are NO peanuts, nuts or peanut/nut by-products in the foods you are choosing. This is a critical health issue for students with nut allergies. We also ask that snacks come in original packaging and are unopened.

On your assigned day, please plan to bring a healthy snack for the entire class. Below are suggestions:

- Veggie sticks (washed, cut)
- Fruit (washed, cut into small pieces; please cut grapes in half as they are a severe choking hazard whole)
- Cheese (string or cut into cubes/slices)
- Dried fruit (raisins, etc.)
- Crackers (check for nuts)
- Rice cakes or breads (check for nuts)

We will always have water available for the children, so there is no need to bring beverages. Paper goods are provided, as well. On or near your child's birthday, your child can expect to be a Glory Kid. On these occasions, children may bring special snacks, such as muffins, cookies, rice crispy treats, etc.



Maintaining a safe, healthy environment is our highest priority. Glory Days Preschool relies on each family's thoughtful assessment of their child's overall health.

Please plan to keep your child home if he/she exhibits signs of an illness. Clear runny noses and coughs tend to linger past the point of contagiousness; however, if your child exhibits any increased symptoms of an illness during class, your child may be separated from the rest of the class, and you will be contacted and asked to pick up your child as soon as possible. For clarification and assistance, please review the guidelines listed below. A child should **not** be at Glory Days Preschool if he/she exhibits any of the following:

- A fever within the past 24 hours
- Severe nasal & chest congestion
- A sore throat or ear infection
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- Red, watery eyes
- Undiagnosed rash
- Evidence of a communicable disease, strep throat, chicken pox, conjunctivitis (pink eye), etc.
- Consistently runny nose or nasal discharge that is not clear

If a child has any particular health issues or allergies that you want the school to have on file, please provide the information in writing to Glory Days Preschool. The staff is authorized to disclose that information to healthcare providers and personnel in situations requiring medical attention.

If your child is allergic to peanuts or anything requiring the use of an EpiPen, you must obtain two EpiPens from your doctor to keep onsite at Glory Days Preschool.

emergency plan/safety

Emergency and safety drills will be practiced periodically throughout the school year in accordance with the Sammamish Presbyterian Church Emergency Plan. During drills involving children, the goal is to realistically and lovingly prepare them for a fire or other emergency without frightening them.

All Glory Days Preschool staff and teachers are trained in **First Aid and CPR** and have passed criminal background checks.

Minor injuries, including scrapes and bumps, will be treated by the staff of Glory Days Preschool/SPC. For a minor injury, an Injury Report will be completed to record the details of the situation. This report will be sent home with a parent for notification and explanation.

For major injuries, 911 will be notified. Staff will apply First Aid and administer CPR as required or as directed by the 911 dispatch center. Parents will be contacted as soon as possible. A staff member will remain with the child until a parent or authorized adult arrives.

It is imperative that your **emergency contact numbers** are kept current at all times. Please promptly inform Glory Days Preschool of any changes.

To ensure the safety of the children at Glory Days Preschool in the event of an emergency (such as an earthquake or snow storm), we require that each child has **two emergency bags**. Please pack these safety items in clear gallon size Ziploc bags visibly labeled with your child's name.

Emergency Bag #1 should contain:

- 1 shirt
- 1 pair of pants
- 1 pair of socks
- 1 pair of underwear or diapers
- 1 light-weight rain poncho (optional)
- Short personal letter/note to your child comforting them
- Family photo

Emergency Bag #2 should contain:

- 1 can of pure juice with pull top
- 1 bottle of water
- 2 cans of fruit with pull top
- 2 dried fruit snacks
- 2 packages of crackers
- 2 granola or cereal bars (nut-free)

Please make sure all food products are nut-free and check expiration dates to ensure freshness through the end of the school year. Give these bags to your teachers on the first day of school.

discipline

Children will be provided with positive models of acceptable behavior that are tailored to the development level of the child. When basic rules are not followed, unacceptable behavior will be re-directed. Steps may include talking to the child, removing the child from the problem situation and teaching the child acceptable problem solving alternatives. Persistent unacceptable behavior will be recorded, and staff will consult with parents to create a plan to address/correct the misbehavior via Incident Reports, which will be put in the child's file and also discussed and sent home with parents. Parents will be notified immediately when a child causes physical or emotional harm to another person. This includes any behavior we feel threatens the safety and well-being of the children, which will be determined at the discretion of the teacher. A child who bites will immediately be removed from the classroom and may be sent home. Staff will lovingly consult with parents to create a positive plan to address/correct the behavior. If there are three or more occurrences of a behavior that are harmful to other children and requires a disciplinary incident report, a child may be dismissed from the school. Our goal is to serve the development of every child in a safe, fair way without compromising the welfare of the group.

conferences

Conferences will be offered in January for parents of Pre-K students. These are optional but available to those who desire them. The North Star and Rainbow classes will not meet on Monday, January 29th, in order to accommodate the conferences. The Starlight Class will also offer conferences on this day. We do not offer a scheduled time for conferences for other classes, but teachers are happy to meet anytime throughout the year at a parent's request.

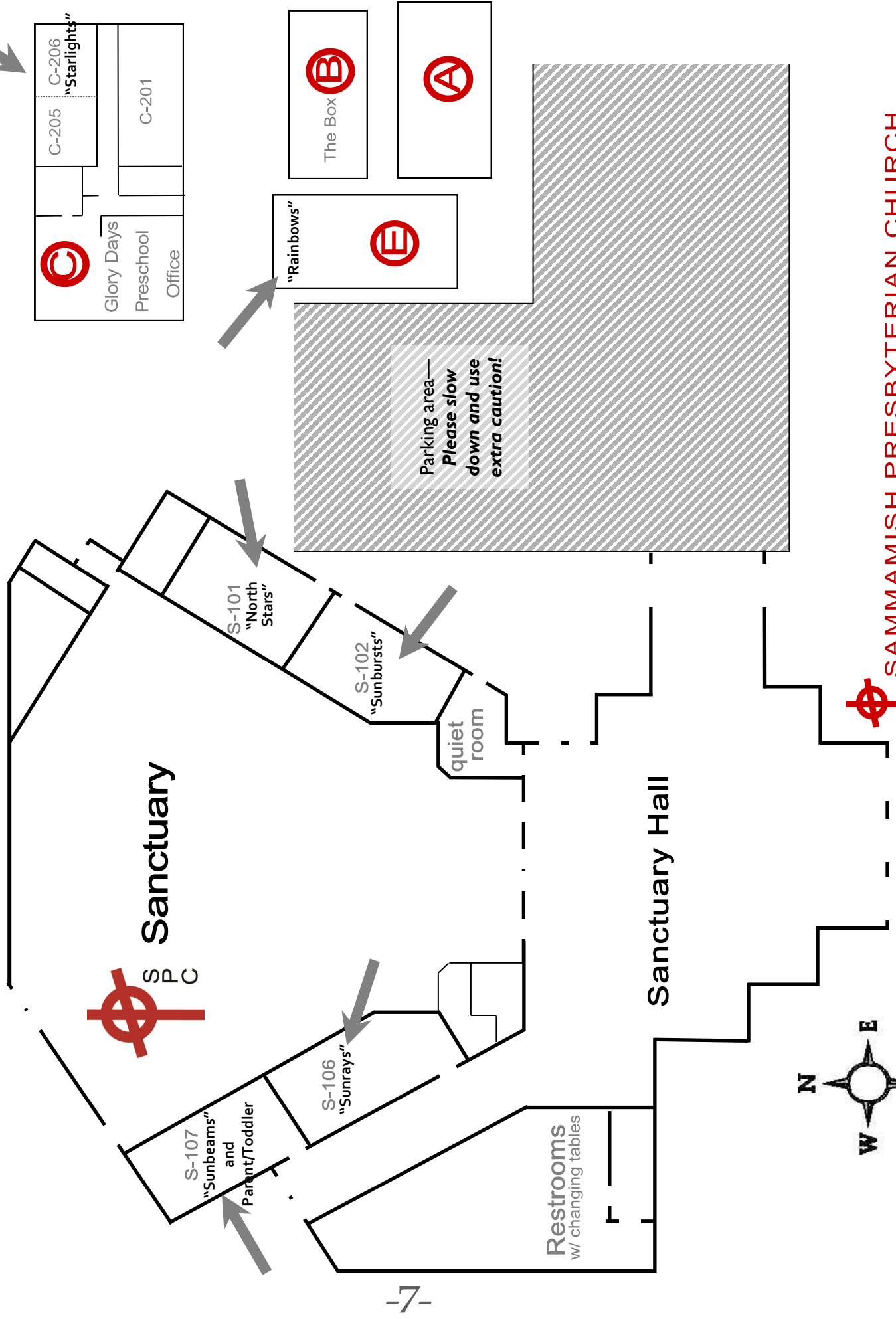
personal items

Please plan to leave personal items at home, such as sippy cups, pacifiers, blankets, toys, etc. Glory Days Preschool provides plenty of play items for children and will offer a time for snack and water each day. Periodically, each class may plan a "Show & Tell" day when children are invited to bring a personal item to share/discuss with the class. We also ask that jackets and backpacks be clearly labeled with your child's name. In addition, we ask that party invitations NOT be distributed at school.

diapering/hygiene

- **Children ages 3 and older** are required to be toilet-trained and able to take care of all toileting needs. If a child has an accident, you may be called to come change him/her.
- **2½ year olds** still in diapers should come each day wearing a clean, paper (disposable) diaper or pull-up. He/she should also have a clean diaper and clean change of clothes in a backpack clearly labeled with the child's name. Glory Days Preschool staff members will change diapers as needed. When a child is toilet-training, it is important to keep staff informed of the progress and needs. Please send your child in a pull-up rather than underwear while training for ease in changing. Once your child is in underwear, you may be called to come change him/her if an accident occurs.
- A class trip to the bathroom is part of each class' daily schedule. In addition, a staff member will take your child to the bathroom when needed. If a child is having frequent accidents, we may need to reassess if the child is ready for school. **Because occasional accidents do happen, we ask that all children come to school with a backpack containing an extra set of clothes.**

Welcome to Glory Days Preschool! 2018/2019



Not to scale.

SAMMAMISH PRESBYTERIAN CHURCH

22522 NE Inglewood Hill Rd. Sammamish, WA 98074 425.868.5186 www.spoonline.org
www.glorydayspreschool.org

daily schedule

Glory Days Preschool will follow a schedule each day similar to the one outlined below:

arrival/welcome time

Free play at various learning centers

circle time

Bible lesson

Games

Music

Show and tell

Discussion of weekly theme

story time

snack time

Wash-up

Prayer

Eat/Drink – manners lessons

active play time

Outside play time in good weather

Sanctuary Hall play time on gymnastic equipment and with parachute in inclement weather

weekly chapel time

In Sanctuary

weekly yoga class

In Sanctuary Hall

craft time

skill time

Learning stations with playdough, books, puzzles

Letter/number activities

Fine motor skill activities

clean up time

“Clean up, clean up, everybody do their share!”

lunch bunch (optional)

departure

Parents arrive



calendar 2018/2019

September

- 10 Meet & Greet 10-11am (Sunbeam class only)
- 11 Meet & Greet 10-11am (All classes except Sunbeam class)
- 12 First day of school for all classes except Sunburst class
- 13 First day of school for the Sunburst class
- 13 Welcome coffee for all parents (9:15-10am in Room C-201)
- 18 Fall Parent/Toddler class begins

October

- 1 Lunch Bunch begins (12:00-1:00)
- 17/18 Parent and me field trip to Oxbow Farm (tentative)
 - 17—Sunbeams, Sunrays, and Starlights
 - 18—Sunbursts, North Stars, and Rainbows
- 30 Halloween parade (Sunburst class)
- 31 Halloween parade (all other classes)

November

- 7/8 School Picture Days
 - 1—Sunbeams, Sunrays, and North Stars
 - 2—Sunbursts, Starlights, and Rainbows
- 19 Sunbeam Thanksgiving Feast at 11:15am. Families invited
- 20 All classes (except Sunbeams) Feasts at 11:15am. Families invited
- 21-22 NO SCHOOL (Thanksgiving)

December

- 9 Christmas Program 3pm, Families invited
- 24-Jan 3 NO SCHOOL (Christmas Break)

January

- 7 School resumes
- 14 NO SCHOOL for North Stars and Rainbows due to parent/teacher conferences. Conferences for Starlights will happen on this day also. Sunbeam class will meet as usual.
- 15 Winter Parent/Toddler class begins
- 21 NO SCHOOL (Martin Luther King Jr. Day)
- 22 In house registration for 2019-2020 school year at 9:15 am (community registration begins on January 24)

February

- 14-18 NO SCHOOL (Mid-Winter Break)

April

- 2 Spring Parent/Toddler class begins
- 8-11 NO SCHOOL (Spring Break)
- 22 NO SCHOOL (Easter Monday)
- 24 Fox Hollow Farm Field Trip (tentative)

May

- 8 Sunbeams Mother's Day Tea at 11:15. Moms invited
- 9 All Classes (except Sunbeams) Mother's Day Tea at 11:15. Moms invited
- 27 NO SCHOOL (Memorial Day)

June

- 6 Last day of Lunch Bunch
- 13 Last day of school, Families invited to year end program at 9:30am; (Sunbeam class will join TH AM class)

Lunch Bunch will NOT meet on these dates: 10/25, 11/12, 11/15, 11/19, 11/20, 11/21, 11/22, 12/20, 1/14, 1/17, 1/21, 2/14, 2/18, 2/21, 3/21, 3/28, 4/18, 4/22, 5/8 (Sunbeams only), 5/9, 5/16, 5/22 (Pre-K Only), 5/27, 6/10, 6/11, 6/12, 6/13

playground rules

We will play outside rain or shine. During heavy rain/snow we will do indoor recess. To ensure the safety of your child before, during and after class, please review and follow the outlined playground rules below:

1. Enter and exit the playground through the designated opening in the border of the playground.
2. The playground is open for all students/siblings at 9am. The playground will close from 9:15am-12pm. At pick up time, students/siblings can use the playground until 12:15pm. From 12:15-1pm the playground is reserved for the lunch bunch kids.
3. Wood chips stay on the ground; no throwing or kicking.
4. Slide down the slides facing forward on your bottom (not stomach, back or feet).
5. Do not climb “up” the slides.
6. Wait until the person ahead is off the slide completely before sliding down.
7. Stay inside the borders of the playground until the teacher takes you back to your class.
8. No screaming or yelling.
9. Take turns and be polite to one another.
10. Have fun!

suggestions to ease separation anxiety...

Children will handle separation from parents in different ways. To assist your child with this process, we recommend the following tips on the child's first day:

- Inform your child of your plans. Tell him/her that you are bringing them to Glory Days Preschool and tell them where you will be while they are at school. Also, reinforce the fact that you will be back to pick them up.
- After the teacher greets your child and you have shared any information you need to, give your child a hug, a kiss, a word of encouragement, and go.
- Let your child know by your verbal and physical actions that you are sure he/she will have a good time. Share your confidence with your child. Let your child know that you feel he/she is capable of handling your being gone for a while.
- Remember—by hesitating or holding on, you will confuse your child.
- If it is difficult for you to separate from your child, try not to communicate this to your child. Children are very perceptive and may become anxious if they feel you do not believe that they can adjust to this separation.
- A small word of comfort—separation can often be harder on you than your child...and things really do get better.
- Stay in tune with your child's regular schedule/nap time. Playing with other children, following directions and learning can be more tiring than their usual routine.

staff

Huma Taj
Director



Korina Meyer
Coordinator



Ali McKerlich
Chapel Teacher



Aditi Waghray
Yoga Teacher



Stephanie Mittmann
Lead Teacher,
Sunbeams
(2-1/2 year olds)
Assistant Teacher
Sunbursts
(3 year olds)



Katie King
Assistant Teacher,
Sunbeams
(2-1/2 year olds)
Lead Teacher
Sunbursts
(3 year olds)



Patti Felton
Lead Teacher,
Sunrays
(3 year olds)



Louise Dippenaar
Assistant Teacher,
Sunrays
(3 year olds)



staff

Julie Christian
Lead Teacher,
North Stars
(Pre-K)



Brooke Cheney
Assistant Teacher,
North Stars
(Pre-K)



Susan Howell
Lead Teacher,
Starlights
(Pre-K)



Mariola Madejczyk
Assistant Teacher,
Starlights
(Pre-K)



Ingrid Amans
Lead Teacher
Rainbows
(Pre-K)



Emily Snyder
Assistant Teacher,
Rainbows
(Pre-K)



Abby Sams
Parent/Toddler Teacher





glory days preschool agreement

Along with bringing in your child's emergency bags, this agreement must be signed & returned on or before the first day of school.

I have read the Glory Days Preschool Program Handbook and grant permission for my child to participate in the program. I agree to the terms and policies as set forth in the Glory Days Preschool Program Handbook. I authorize the staff of Glory Days Preschool and Sammamish Presbyterian Church to care for my child, to follow the program, activities and policies outlined in the Glory Days Preschool Program Handbook, to obtain emergency medical care for my child if needed, and to exercise their reasonable discretion in matters that may occur that are not expressly covered in the Glory Days Preschool Program Handbook.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

(detach page and return)