

Evergreen Academy

PARENT HANDBOOK



Parent Acknowledgement Form

School Parent Handbook

Student Name (Please Print)

Address _____

Phone # _____

This Parent Handbook was created to promote an understanding of the policies and procedures at Evergreen Academy.

The information in this Parent Handbook applies to all activities occurring on school grounds, school buses, and during any school related activity. It is important that parents and students are familiar with these expectations.

Please remove this page, sign it, and return it to the Principal. It will be added to your child's permanent file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of Evergreen Academy.

I have read and understand the policies and procedures in the Evergreen Academy Parent Handbook. I agree to abide by them as will my child(ren).

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

**Evergreen Academy
Early Childhood Programs
Parent Handbook**

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VISION

To be the leading provider of Preschool and Pre-Kindergarten private education through curriculum based community schools.

GOALS

Our major goal is to provide the necessary educational activities that will allow your child to function successfully when he/she enters an elementary school program. The ways in which we do this are:

- ◆ To provide an atmosphere in which children are encouraged to be productive and creative.
- ◆ To develop an appreciation for education and a love of learning.
- ◆ To educate the whole child – cognitively, emotionally, socially and physically.
- ◆ To encourage a positive self-concept and feeling of self-worth.
- ◆ To develop fine and gross motor skills.
- ◆ To assist the child in learning about safety and good health habits.
- ◆ To expand the child's background with meaningful educational experiences that are necessary for future school success in the various subject areas (reading, writing, mathematics, social studies and science).
- ◆ To provide an atmosphere in which a child feels secure and comfortable away from his/her family.
- ◆ To develop the ability to communicate effectively with others.
- ◆ To develop a sense of responsibility and independence by teaching self-help skills and strengthening decision-making abilities.
- ◆ To develop the ability to work and play in groups, as well as independently, and to promote healthy relationships with peers and adults.
- ◆ To develop an awareness of educational equity, e.g., an appreciation of a foreign language (Spanish & French).

Evergreen Academy's Montessori Program is designed to respond to the increasing needs of families with young children. Our goal is to provide a loving, caring atmosphere that will foster each child's feeling of autonomy and positive self-image. The staff is selected on the basis of their ability to interact positively with young children, as well as for their educational experience.

The warm and nurturing atmosphere that is found in the classrooms was carefully created to stimulate the children in an appropriate developmental manner. Various manipulatives are utilized to encourage hand-eye coordination, fine and gross motor skills and visual tracking. Additionally, the carefully designed environments provide for positive self-concept and

allow each child to feel special. They also provide opportunities for exploring, learning and social interaction through a variety of daily activities.

Anti-Discrimination Policy

It is the policy of Evergreen Academy that no person be excluded from participating on the grounds of race, creed, color, sex, religion, disability, national origin, sexual orientation, or income.

ADA Policy/Special Needs

In addition to having a policy of non-discrimination, Evergreen Academy strives to include all children, including those with special needs, and will attempt all reasonable solutions before denying or terminating any child with special needs. We currently work with children who have a variety of special needs and most of our sites are wheel chair accessible. We encourage parents of children with special needs to communicate with staff about a child's needs. We will make every reasonable effort to have our staff trained to work more effectively with each child's special needs. We are committed to serving all children.

Anti-Bias Environment

Evergreen Academy is dedicated to providing an anti-bias environment for children and adults. An anti-bias environment is one that encourages an active approach to challenging prejudice, stereotyping, and bias. An anti-bias attitude values and celebrates diversity among different genders, races, lifestyles, physical abilities, religions, and cultures.

Non-Religious Policy

Evergreen Academy is a non-denominational organization and does not instruct religious activities. From time to time, however, we will expose children to diverse cultural experiences that may have religious overtones. Children will not be required to participate in any of these activities and alternate activities will be provided upon request.

Child Abuse & Neglect Policy

If an Evergreen Academy staff member suspects a child in his/her care has been the victim of child abuse or neglect we are required by law to report our suspicions. All child development teachers in the state of Washington are mandated reporters.

ADMISSION AND FEES

Evergreen Academy is non-sectarian, private, independent and non-discriminatory. We believe in equal education, attention and care for all children without regard to race, color, religion, or ethnic origin.

Registration

When your child is enrolled, a complete Application form, Tuition Agreement, Fee Schedule, Pre-Enrollment Modification Inquiry form, Consent & Waiver form, Certificate of Immunization Status, and Medical History form must be on file. This information must be kept current throughout your child's enrollment. There is an annual, nonrefundable, registration fee due at the time of enrollment and renewable each February or upon re-enrollment. A deposit of one month's tuition will be due no later than the child's first day of attendance and will be applied as your June payment. In case of early withdrawal this

deposit may be applied to your final month's installment provided proper notification of withdrawal has been given – 30 days in writing according to the Tuition Agreement.

Tuition Policy

Tuition installments are due and payable on the first day that your child attends each month, and must be remitted no later than the 5th of the month. Tuition is considered delinquent at 12:00 noon the 6th day of the month. A late charge of \$25.00 will be assessed at that time. If tuition has not been paid by the 7th day, attendance will no longer be permitted unless tuition is paid in full. A \$25.00 service charge will be assessed for any returned checks. Persistent violation of this policy is reason to deny a child the opportunity to attend school.

Vacation & Illness

Tuition is continuous throughout the academic year and guarantees a reservation for your child September through June. Attendance is not required in July and August to guarantee reservations in September. There are no deductions in tuition for absences, illness, or the holidays that are observed throughout the year. For specifics regarding holiday schedules and other contractual arrangements regarding absences to school please consult your tuition agreement.

WITHDRAWAL, SUSPENSION AND DISMISSAL

Parents who wish to withdraw their child must give written notice thirty days prior to leaving. We reserve the right to suspend or dismiss a child (in our sole discretion) for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical, or other needs, for violations of our policies, or if for any reason we determine it to be in the best interest of the school.

EMERGENCY CONTACT INFORMATION

It is very important that all students' emergency contacts are up-to-date at all times. If you have moved or have changed your home or work telephone number, please notify the office immediately of the changes. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available.

SCHOOL DAY

Evergreen Academy is open and supervised daily from 6:30 AM-6:00 PM, excluding the holidays and professional development days observed during the year. If your child remains at school past the designated closing time, 6:00 PM, you will be charged a late fee of \$5.00 per minute, as designated in your fee schedule. Departure time is determined by when students exit the building with their parent/guardian.

Your child's schedule may vary from day to day based on his/her needs and will include stimulation appropriate to his/her individual needs. Classroom schedules are posted on the parent communication boards outside each classroom. Throughout the day these classes will include individual lessons in the areas of the classroom, snack time, recess, circle time, specialist and rest.

STUDENT ARRIVAL AND DEPARTURE

All children must be signed in and signed out daily when arriving and departing from school. Parents can sign in and out on the daily attendance log located on the front reception counter. You must escort your child to his/her classroom daily.

In order to comply with state licensing requirements and so that we may properly supervise your child, a parent or an authorized representative must sign the “in and out” record when dropping off and picking up children. No child will be released to anyone other than his/her parent without prior written authorization from the parent. No phone calls will be accepted on this matter, but in an emergency, we will accept authorization by email/fax transmission.

SHARING

Items for sharing should be special things from nature or other countries or educational in some way. Please return any unfamiliar items (i.e. beads, small cubes, little boxes) that your child brings home; they may be part of our school materials.

RULES FOR VEHICLES WHILE ON SCHOOL GROUNDS

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

- ◆ All vehicles must obey the **5 miles per hour** speed limit at all times while on school property.
- ◆ Parents are asked to park in designated parking spaces only.
- ◆ While on school grounds, pedestrians always have the right of way.
- ◆ Vehicles ignitions **MUST** be turned off and the keys removed while parked on school grounds.
- ◆ Children may **NOT** be left unattended in a vehicle at any time or for any reason.

Violations of these rules may result in a warning. If a violation is serious, or if violations continue, school personnel are authorized to take a tag number for a report to the local police.

NAP TIME/QUIET REST

It is the policy of the school and state licensing requirements that all children five years of age and younger have a minimum of 30 minutes of rest if they are in care for more than 3 hours. Preschoolers will rest on fold-away mats and will need to bring a blanket as well as a crib-sized sheet for nap time. All items must be contained in their nap bag.

STAFFING

Our employment criteria for teaching staff adheres to or exceeds all state requirements for licensed early childhood facilities, including the established child/teacher ratios. NLCI teachers are hired according to their education and experience in the field of early childhood education.

Our teachers and educational specialists continue to seek professional growth experiences either by continuing their formal education, by attending teacher professional development activities or through other professional enhancement activities. They are caring, nurturing individuals whose goal is to develop the whole child.

CURRICULUM

Evergreen Academy is dedicated to providing our families with the finest academic program based on the Montessori Method. The “carefully prepared environment” promotes the physical, social, emotional, and intellectual development of each child in a warm and nurturing setting. Age-blended classrooms offer encouragement and motivation for the younger children through the mentorship they receive from the older child role-model. As a result of this process, the older child evolves into a capable, confident and competent leader as he/she moves onto Kindergarten.

Each child has an innate ability to self-teach along with an instinctive way of learning. The teacher’s role is to guide each child as an individual and to observe, encourage and support rather than dictate or direct.

Evergreen Academy embraces the following Montessori principles:

- **Development of the Whole-Child:** We focus on the development of self-confidence and inner discipline while paying close attention to social, spiritual, academic and physical growth.
- **Love of Learning:** The Montessori approach is one in which careful attention is placed on nurturing the child’s innate joy and passion for education. This process happens as the child does meaningful work, completes a task successfully from start-to-finish and explores all life has to offer.
- **Freedom with Responsibility:** Within the Montessori classroom, children are encouraged to be independent but with limits and responsibility. They are able to gravitate toward “work” on the shelves that attract their interest, as long as they have received a demonstration on how it’s done.

Core Montessori Curriculum

- **Practical Life**- Practical life activities contain objects and materials that the child will most-likely encounter in his or her everyday life. Most of the activities in the practical life are will fall into four main categories: grace and courtesy, care of self, control of movement and care of the environment.
- **Sensorial**- Montessori materials help children refine their senses. Developing pattern and shape recognition eventually builds math and science skills as the child progresses.
- **Geography and Culture**- Cultural studies include geography, history, art, and music, along with learning to respect the customs and history of different cultures and people.
- **Science**-Children observe, gather information and solve problems. Botany, zoology, chemistry, physics, geology, and astronomy are all introduced in the early childhood Montessori classroom.

- **Language-** Children progress along the pathway of reading and writing using materials, prompts, and other resources that capture and sustain their interest. Through tracking, the teacher is able to gradually introduce more challenging work as the individual child masters each component of reading and writing.
- **Mathematics-** In Montessori, hands-on materials are used to introduce the child to addition, subtraction, multiplication, and division. These visual materials allow the children to grasp mathematical concepts through touching, feeling, seeing and doing.
- **Art-** Children develop an appreciation for the arts and learn creative self-expression through music, theater, dance and art. An introduction to classical music and art impressionism is also part of our curriculum.

CHILD PROGRESS

We support the development of the whole child and of individuality among children. It is expected, therefore, that the rate and pattern of development in young children will vary as they grow and develop. Our Parent Progress Report is used as a source of observing your child's progress and as a teaching tool. Our philosophy is to keep parents informed through the use of the Parent Progress Report, and whenever necessary, through additional notification and conferences regarding their child's growth and development. Parents are encouraged to review their child's development and maintain an open dialogue with the teachers and principals.

Evergreen Academy offers a personalized approach to learning for its students. This is accomplished through the instructional program being geared to the individual child's learning ability. Children are placed according to developmental progress and may continue in a placement or repeat that placement if their developmental needs warrant such a decision.

DISCIPLINE AND BEHAVIOR MANAGEMENT

Evergreen Academy's discipline is approached with a positive attitude and is based on the premise that children, parents and staff respect and care for themselves, respect and care for others, and respect the school and others' property. The goal is to solve behavior concerns by using modeling, redirecting behavior, and positive reinforcement through attention, praise and reasonable outcomes for desired behaviors. Positive class and school rules allow children to know what is expected of them. Circle time and other appropriate group meetings are used as a time for children to experience praise for themselves and others, to plan activities together, and to discuss class concerns and goals for desired behavior.

For younger children, teachers focus on modeling behavior and redirecting the child to a more appropriate behavior. For older children, a discussion of reasonable outcomes is used individually with children before "think time" is used. That is, first, the behavior of concern is discussed with the child, second, a plan of action is set, and third, an in-class "think time" is employed. The purpose of "think time" is to give the child an opportunity away from the group to think about his/her behavior and to plan with the teacher how to regain control of his/her behavior.

A procedure for difficult behaviors is used when appropriate, and, when necessary, a plan is designed to work with parents in reaching a resolution. Parents are kept informed as to the

behavior concern. If the behavior concern cannot be resolved, we reserve the right to suspend or dismiss a child for unsatisfactory behavior to ensure the health and safety of all children.

HEALTH AND SAFETY

All students are required to have updated physical health forms and immunization records on file. All physical health forms must be submitted prior to the start of each school or entering into a program.

Staff members are trained in first aid and CPR. They can take care of everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parent's notice. For any serious accident or incident, we will attempt to notify parents by telephone.

In the event of a serious emergency, the school will secure immediate medical attention as described on the "Authorization for Medical Treatment" section of the child's enrollment form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends.

Student health is an important factor at Evergreen Academy. Observation and supervision of the health of students during school hours is the responsibility of each teacher. We reserve the right to refuse admittance to any student who shows signs of illness. A student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up an ill child within one hour of notification. **As part of the admissions procedure, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician if in our judgment there is insufficient time first to contact your child's physician. You also authorize us to make the decision of when an emergency exists.**

The annual registration fee includes the cost of student accident insurance. If an accident does occur at school and medical treatment is necessary, please see your Principal for information regarding the process of submitting a claim to the insurance company.

SICK POLICY AND MEDICATION

The purpose of our sick policy as it applies to children is as follows:

1. To reduce the spread of illness from the sick child to other children.
2. To reduce the possibility of the recuperating child returning to school before the child is fully recovered from the illness, which in turn could develop into a more serious illness.
3. To prevent the constant spread of colds, flu and diarrhea so common among small children.

Parents are to assist us in maintaining a safe and healthy environment for all of our children by helping to reduce the spread of illness from a sick child. If you, as a parent, have any questions regarding this policy, feel free to discuss them with your Principal.

Illness

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school. These symptoms are as follows:

1. A fever of 100 degrees or more.
2. Vomiting within the previous 24-hour period.
3. Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school).
4. A heavy nasal discharge indicative of infection.
5. A constant cough or sore throat.
6. Fussy, cranky behavior, and generally not himself/herself.
7. A skin rash, excluding diaper rash.
8. Head lice.
9. Symptoms of a communicable disease.

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance may be requested.)

With the exception of our infant population, children at Evergreen Academy will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If a parent believes that his/her child is not well enough to participate, he/she will probably be more comfortable at home in more familiar surroundings. The school is not equipped to accommodate the needs of a sick child.

Medication

Evergreen Academy will administer over-the-counter medications to children ONLY under specific circumstances, as follows:

- a. The medication is in the original container.
- b. A medication release form is completed by the parent/guardian to include the name of the medication, the dosage to be administered, the time to be administered, and the length of time that the child is expected to be on the medication. If a medication is to be administered for longer than 10 days, we require a physician's signature on the appropriate medication form.
- c. Over-the-counter medication must be clearly labeled with the child's first and last name, the name of the medication and the directions for use must be clearly readable.

- d. A written authorization must be provided by the parent or guardian prior to the application of any topical products, such as diaper ointment or sunscreen.

Note: In circumstances requiring specific skills or prior medical training to administer medicines, or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures.

Prescription medications will be administered to children ONLY under specific circumstances, as follows:

- a. The medication is in the original container and shall be labeled with the full pharmacy label.
- b. A medication release form is completed by the parent/guardian to include the name of the medication, the dosage to be administered, the time to be administered, and the length of time that the child is expected to be on the medication.
- c. We will not administer any medication without a parental medication release form and the physician's prescription on the medication.
- d. Prescription medication shall be used only for the child named on the label.

EMERGENCY PLANS

Emergency plans for evacuation are posted by each exit door in each classroom and are practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency. In case we need to evacuate the premises entirely the children will be taken to the sports court behind the school field and parents will be contacted immediately provided phone lines are operable. Other plans such as lock down procedures are practiced routinely and/or they are gone over by staff. This prepares them in case the need should arise.

FIRE AND OTHER SAFETY DRILLS

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.

FOOD SERVICE AND NUTRITION

At Evergreen Academy we offer children nutritious morning, afternoon, and late afternoon snacks. Snack menus are posted for parents to review. Our menu conforms to all state nutritional guidelines and is peanut-free and vegetarian. Children with special dietary restrictions or allergies are encouraged to bring snack foods from home.

PERSONAL BELONGINGS/CLOTHING

While at school, children are asked to wear comfortable, washable clothing. Students are to come in uniform Monday-Thursday (see our Uniform Policy). They should also have outerwear that is suited to the weather in order to allow for outdoor play and properly fitting closed-toe shoes. In case of emergency or soiling of clothing children should bring an *entire* change of clothing (including socks & shoes) in a labeled bag to be kept at school.

All sweaters, hats, coats, mittens, boots, etc. must be labeled with the child's name. For safety reasons, clogs, sandals, open-toe and slick-soled shoes may not be worn.

Candy, gum, war toys, toy weapons, jewelry and money are not allowed at school. Toys should be sent only on sharing days and in keeping with sharing themes as designated by the teacher. Items for sharing will remain in the child's bag other than during designated sharing times. Please be sure your child does not put any of these items in his/her pockets or book bag. Medication is not allowed in cubbies, lunch boxes, or book bags.

BIRTHDAYS

Birthdays are important to children and they enjoy sharing them with their friends at school. We encourage parents to coordinate with their child's teacher to plan a birthday circle and celebration. Please notify your child's teacher if you plan to bring a snack for your child's special day. Parents may bring only commercially prepared foods for birthday or holiday celebrations.

Teaching staff is not to be responsible for distributing party invitations. We urge you to mail them or distribute them outside of the school to avoid the hurt feelings among the uninvited.

PARENT INVOLVEMENT

Each Evergreen Academy has varying opportunities for participation such as donating time or treats for parties, chaperoning field trips, etc. You are welcome to visit and observe our schools in operation at any time, though we do request prior notification to minimize the disruption to your child's learning environment. Your continued support is essential in creating a positive learning atmosphere for your child.

SPECIAL PROGRAMS

Special events will be publicized by newsletters and other forms of communication including email/enotify and in hard copy, well before the scheduled events, e.g., picture days, in-service camps, holiday programs, and class celebrations.

FEEDBACK AND CONCERNS

Evergreen Academy welcomes your feedback and respects your concerns. Our goal is to provide an opportunity for open communication between parents and our staff. Please do not hesitate to bring your concerns to the attention of your child's teacher, or to the Administrative Team, as necessary.