

# Parent Handbook



at



**PlayHappy Café**

*For little ones and their favorite grown-ups.*

## 2017-2018 School Year

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# PlayHappy Preschool

## **1. Philosophy**

PlayHappy Preschool believes children learn by doing. Play based learning is intrinsic in young children because play is what they do best. Through an understanding of child development and how playing builds the foundation for learning, our teachers provide a number of activities that are hands on and developmentally appropriate. Through guided discovery and hands-on learning, children will be involved in a fully integrated curriculum. The broad range of age appropriate activities will easily engage children 2 ½ -5. A day at PlayHappy Preschool includes story time, art projects, dramatic play, social skills, science, cooking, fine and large motor activities and much more. By providing a setting which fosters self-esteem, builds confidence and is based on respect, it is our goal that the children will be empowered to take risks in their learning.

## **2. Mission**

Our mission is to provide every child with a quality early childhood experience in a safe, nurturing and developmentally appropriate environment. Education is a partnership between parents and teachers. We believe it is essential to develop a good rapport with each child and parent based on open communication and mutual respect. We believe in empowering children by offering them opportunities to make decisions and solve problems. It is our goal that children will possess confidence in their abilities and build social skills to form positive relationships with others. By offering an engaging and fun curriculum it is our aspiration that each child will develop a positive outlook towards school, a better appreciation of the world around them and acquire a life- long love for learning.

## **3. Child Guidance and Discipline Policy**

Our ultimate goal is self-discipline and consideration for others, so we approach situations as learning experiences. Everyone has the right to be safe at school, and collectively as staff, parents, and helpers, we assist the children in learning how to interact positively. Usually, we can re-direct a child to a more positive action or we can help children talk out their differences. Sometimes, we may have to remove a child from a situation, but we never leave such a child without adult supervision. We also try to involve the child in arriving at solutions. We do not insist that children say “Sorry”, because sometimes children just mimic the words. We do try to encourage the children to see how they can comfort each other. We communicate with parents so we can work together. If a problem seems to be developing, we may ask families to come observe in class. Families are welcome any time to observe and take part in our school. With your permission, we may ask a trained, outside professional to observe and share suggestions and resources. We want to be an inclusive school so we may have students with various needs, including behavioral needs. We would hope that families would celebrate all children’s steps toward self-discipline and consideration for others. Sometimes, however, staff, family, and possibly outside resource people may come to the conclusion that our school setting is not the appropriate one for a particular learner.

#### **4. Parent Teacher Communication**

At PlayHappy Preschool we believe that Parent/Teacher communication is key to a successful school experience not only for the child but also the family. Communication can take place through email, at drop off and pick up times or through pre-arranged parent teacher conferences. Progress reports will go out the first of February and the end of May, however, parents are always welcome to schedule a time to meet with their child's teacher or the Director.

#### **5. Grievance Procedure**

Any concerns a parent/guardian has regarding the preschool should be brought to the attention of the preschool director/teacher. Questions or concerns that are not satisfactorily resolved between the parent/guardian and the teacher after one week should be brought to the attention of PlayHappy Café owner.

#### **6. Child Abuse Law Requirements**

Under Washington State Law, school staff are obligated to report suspected cases of child abuse.

#### **7. Non-Discrimination Policy**

PlayHappy Preschool admits students of any race, religion, color, national or ethnic origin, gender identity, or family structure to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, national or ethnic origin, gender identity, or family structure in administration of its educational policies, admissions policies or other school administered programs.

Inclusion Policy: Children who are physically challenged, or who have special behavioral or emotional needs shall be admitted to the extent that the program is equipped to handle their special needs.

#### **8. Admission / Enrollment**

- a. Admission is based on availability. After touring the preschool, applicants will fill out a registration form and submit a nonrefundable registration fee of \$80 for the first child \$55 for each additional child.
- b. Your place will be reserved as soon as space is available. We will contact you, so you may come in and get a Registration Packet or we can email it to you.
- c. Before a child can be admitted, all forms in the Registration Packet, (Registration Form, Health Form, Overall Consent/Emergency Release Form, Tuition Agreement, and Immunization), must be filled out, completed and returned to PlayHappy Café's reception desk a week before your child(ren) begins. This information is very important and must be updated whenever there are changes: immunization information, change of workplace or address, emergency contacts, etc. All records are completely confidential.

## 9. Tuition/Billing

- a. **Registration Fee:** An annual registration fee of \$80 for the first child and \$55 per each additional child is due at the time of enrollment.
- b. **Deposit:** A deposit equal to two weeks of tuition is required by June 1<sup>st</sup> or at the time of registration if registering after June 1<sup>st</sup>. Deposit will be credited toward June 2018 tuition or the last two weeks of tuition if withdrawn before the end of the school year. One month notice of withdraw required or deposit is forfeited.
- c. **Tuition & Late Payments**
  1. Tuition is charged on a monthly basis. We do not provide monthly bills and ask that you mark your calendars to ensure paying on time. Payment is due on the 1st of each month and by the fifth to avoid a late fee of \$25. Accounts may be set up for automatic monthly credit card payments. Please visit our Reception desk to set this up. Receipts are available via email.
  2. PlayHappy Preschool accepts cash, check and credit cards. There will be a \$28 fee for any returned checks.
  3. PlayHappy Preschool reserves the right to deny service to any family that is delinquent on their account.
  4. Tuition will be revised annually. You will be given thirty (30) days written notice prior to any rate or policy changes.
  5. It is important to us to maintain a secure and stable environment for your child(ren). In order to accomplish this, we must offer our staff the security of knowing their employment is also secure and stable. Tuition fees remain constant regardless of holidays or snow days. Parents do not pay for the days we are closed or their children are on break, it is figured into the tuition for the year.
  6. Absences or Vacations: Tuition will not be discounted or prorated for absences, such as your child being sick or family vacations. Unless paid in advance, PlayHappy Preschool has the right to fill your child's spot during an unpaid absence. Sorry, no exceptions.
  7. PlayHappy Preschool offers a \$20 multiple child discount for each additional child enrolled in our program.
- d. **Late Pick-up:** Charges for frequent late pick-ups will be assessed at \$10 after 10 minutes and \$5 for each additional 5 minutes after that. Parents are responsible for late charges even if your daycare provider or other authorized adult is late. The late fee will be added to the next month's tuition. After 15 minutes, if we are unable to contact the parents and confirm that they are on their way, we will call the child's emergency contacts to pick up.

## 10. School Hours/ Calendar

Currently, PlayHappy Preschool will be open from 9 am-12 pm for our morning classes and weekday afternoons from 12:45 pm - 3:45 pm. Children may not be at PlayHappy Preschool more than 4 hours a day.

PlayHappy Preschool is a year round program, however we are closed on the following days\*:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans' Day
- Day Before Thanksgiving, Thanksgiving Day and the Day After
- Winter Break: Two Weeks
- Spring Break: One Week
- Two In-service days to be announced each year

\*Please note that PlayHappy Café may be open on some of these days, but the Preschool will be closed. We follow the Edmonds School District school year calendar for Major Holiday Closures and closures due to inclement weather.

## 11. Daily Schedule Sample

9:00 - 9:10	Arrival
9:10 - 9:30	Good Morning Circle
9:30 - 10:00	Gross Motor Play in PlayHappy Café 2,000 sqft play area
10:00 - 11:45	Group Time in the Preschool Room – Including Circle Time, Snack Time, Art, Free Choice Play
11:45 - 12:00	Songs and Stories in the Preschool Room, then Departure

## 12. Arrival and Departure

PlayHappy Preschool's morning class hours are 9 am – 12 pm and weekday afternoons from 12:45pm – 3:45pm. See late fee information in Section 9d for children who are not picked up on time.

Drop offs can be a hectic time for both parents/guardians and children but it is very important that you escort your child into the classroom and release your child to a teacher. Children should never be left in the café, the reception area or in a classroom without a teacher or a parent/guardian.

We can only release your child to the people you have designated on your Emergency Release Form, so if a different adult is picking up your child, please send us a note or give us a call. If we don't know the person, we WILL ask for ID. We will also remind you to update your contacts on your Emergency Release Form.

Your children may stay and play in the main play area after pick up if the play area is not very busy and they are supervised by a family member or caregiver at all times. Otherwise, on busy days, the play admission for Preschool students will be discounted from \$11 to \$4 + tax for the days they are enrolled in class. We also ask that you do not linger in the reception area or café during our peak times as the Café staff must be able to attend to visitors of our café and play space.

**a. Sign In/Sign Out**

It is a state requirement that parents/guardians sign children in and out every day using their full legal signature. The sign-in sheet is available as you come into the main classroom. This sign-in sheet will also be used to check a child's attendance in an emergency such as an earthquake or fire, so it is important that it be accurate.

**b. Reasons for Prompt arrival and Pick Up**

Children love routine, and love to know what is happening next. We have a daily schedule and you can be sure your child will look forward to being part of all aspects of the day. Arriving on time is so important so that your child has time to acclimate to their surroundings, and so that the other children and the teachers are not disrupted while they are participating in activities. We appreciate your cooperation in this area.

We understand things come up, so please call 425-582-7007 if you will be arriving late to avoid a late fee.

**13. Inclement Weather and School Closings**

We follow the Edmonds School District calendar and closings. If ESD cancels school due to inclement weather, we will be closed as well. If they have a 2-hour delay, we will not have morning classes. Closures due to inclement weather are factored into the yearly tuition, no refunds will be given for closures due to inclement weather.

**14. Snacks**

Snacks will be prepared by PlayHappy Café's Cooks.

As part of the preschool program PlayHappy Preschool will provide a nutritious snack. Each snack will contain two of the following components: protein, grain and fruit or vegetable. We rotate a selection of snacks from the following list:

- Cheerios & Milk
- Fruit & Yogurt
- Cheese & Crackers
- Turkey & Cheddar Rolls
- Pirates Bootie & Fruit
- Bagels & Cream Cheese
- Banana & Mango Soy Smoothie
- Celery, Sunflower Butter & Raisins
- Edamame & String Cheese
- Carrots & Hummus
- Whole Wheat Banana & Blueberry Muffins
- Steel Cut Oats with Organic Applesauce & Cranberries
- Whole Wheat English Muffins with Organic Strawberry Jam
- Trail Mix- Gluten Free Puffs, Dried Cranberries and Raisins, Cheerios

**15. Toys from Home**

We are respectful of children needing to occasionally have a comforting toy during transitions; however, in the Preschool setting this can also be disruptive. In an effort to foster independence for your child, we ask that toys from home stay at home or in the car. We also do not want them to lose something dear to them. There may be an occasion where the teacher decides to do a "Show and Tell" and this will be the exception!!

Thanks!

## **16. Clothing**

Exploration and creativity is messy work. Please have your child wear play clothes.

## **17. Toileting**

PlayHappy Preschool will only enroll children who are fully potty trained. Please ask PlayHappy Café receptionist or one of our teachers for some helpful potty training resources.

## **18. Health Care Policy**

In an effort to keep our children and staff healthy, PlayHappy Preschool adheres to the policies at PlayHappy Café. We have a “no sick” policy.

In general, if your child has nasal secretions but they are clear and watery, and your child is happy and playful, pain free, and has no temperature, there is no need to exclude your child from playing at PlayHappy Cafe. However, please do not visit if she/he exhibits any of the following symptoms:

- a fever of 100 degrees or more within the last 24 hours.
- nasal secretions that are thick, yellow or green, especially if accompanied by a fever, an earache, frequent night waking, or a peaked look -- in mother jargon “a sick-looking-face”.
- a cough accompanied by fever, chills, and coughing up of mucus.
- vomiting or diarrhea within the last 24 hours.
- a rash (especially with fever and itching).
- eye discharge or conjunctivitis (pink eye).
- open or oozing sores.
- lice or scabies.

If a teacher at PlayHappy Preschool has concerns about a child's ability to safely return to school, we reserve the right to request a note from the child's health care provider stating that it is safe for child to return to school or is no longer contagious.

If a child becomes sick or shows any signs of any of the above symptoms while at PlayHappy Preschool, a teacher will call the parents/caregivers and ask that the child be picked up immediately (no longer than 30 minutes after the call).

\*\*\* Your child will be separated from the classroom and rest in a quiet area with another teacher or staff of PlayHappy Café.

## **19. Medication**

Since children attend PlayHappy Preschool for school reasons, not child care reasons, they should not be attending school when they are unwell. So, teachers should not have to administer medications. Important exceptions, however, are life-saving devices such as

Epi-pens or inhalers. These should be in well-labeled, original packaging, and teachers should be provided with clear instructions. We keep these in an easily accessible and clearly marked location in each classroom. Families are responsible for keeping the medications up-to-date.

## **20. Emergency and Non-Emergency Medical Procedures**

Included in your enrollment packet is a special Emergency Release form. For your peace of mind and your child's safety in the event of a major emergency such as an earthquake or unexpected winter storm, please complete and return this form. Remember to inform us of any changes as the year goes on.

In the case of a major medical injury or illness, staff will call the Fire Department/Medic 1 at 911, giving the location and the nature of the emergency. As appropriate, staff will administer CPR and/or first aid measures. You will be notified immediately.

If parents/guardians are not available, those individuals designated as emergency contacts will be notified. If necessary, the child will be transferred by Medic 1 to Edmonds Swedish Center at 21601 76th Ave W Edmonds WA 98026 425-640-4000. A staff person will remain with the child until you or an emergency contact arrives.

If a child ingests or comes into contact with a poisonous substance, staff will contact the Poison Control Center at 206-526-2121 or 1-800-222-1222. The staff will then proceed with suggested treatment. You will then be notified.

In case of minor injury or accident, staff will administer basic first aid. All injuries or illnesses not requiring immediate parent/guardian notification will be reported to the parents/guardians when the child is picked up at the end of the day by written note. Staff will record all accidents and illnesses that occur at PlayHappy Preschool. Parents will receive a note explaining the incident and will be asked to sign a copy of it and take a copy home with them. Our staff will keep record of these in an Incident Report Log. Our Health Care Policies are posted on our Communication Center Bulletin board if you wish to read them.

After an earthquake it may not be possible to make local telephone calls. We have designated an out-of-state contact in the event that local calls cannot be made. The out-of-state contact is Erhan Diler. The number is 862-686-5853. We will contact them with a status report and you may contact them for information about PlayHappy Preschool. Please keep this number with you in the event of an emergency. We offer regular earthquake preparedness classes for our staff. In addition, staff are currently trained with Infant/Child CPR and First Aid training.

Earthquake drills are conducted quarterly and fire drills are conducted monthly.



## **21. Emergency Evacuation Plan**

In the event we need to evacuate PlayHappy Preschool, we will exit at the front of the building. We will walk east along the sidewalk toward the parking lot adjacent to our parking lot (the building with the BLUE roof!). This is where we will wait until given the ok to enter the building.

## **22. Parking**

Parking is available to families in the front and back parking lots. Please be aware of children and their families coming to play at PlayHappy Café. Encourage your children to hold your hand as you walk through the parking lot.

## **23. How to Contact PlayHappy Preschool**

Phone: 425-582-7007

Fax: 425-582-7002

Email: [preschool@playhappycafe.com](mailto:preschool@playhappycafe.com)

We have a private Facebook Group for parents, where we post pictures, videos and information on school closures. You can request to join our “PHC’s Favorite Grown-ups” Facebook Group here: <https://www.facebook.com/groups/567738019940334/>

We will strive to respond to emails and any other parent concerns promptly.

## **24. Meet our Preschool Director of Education!**

Jessie Goltz

I am a born and raised Washingtonian. I currently live in Bothell with my husband and two children, Daphne (born in 2007) and Dante (born in 2009).

In my life I have had a varied career. I have lived and worked in the Czech Republic teaching English to multiple ages I lived there for a year and really loved teaching English. I taught English in Mexico while I was in college. I have worked as an Office Manager, an Event planner, a Recruiter, Human Resources associate, Front desk personnel, and many other jobs. I loved working in the booming dot com's, but teaching preschool is where my heart is at. In 2009 I created a preschool curriculum for Ready Set Grow for the two-year-old classrooms.

I was thrilled to be able to follow my dream and continue my passion.

I am a big advocate for early children's literacy. I love to read to kids, to get them to love books and to become readers of their own.

I look forward to the opportunity of teaching your children.

I have a degree in Liberal Arts from Eastern Washington University and a Teaching of English as a Second language certificate from TESL school in Barcelona Spain. I am CPR and first aid trained.

I \_\_\_\_\_ have received and read the PlayHappy  
Preschool 2017-2018 Parent Handbook.

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**Guardian Name (printed)**

**Guardian Signature**

**Date**