



BLAINE PRIMARY DEVELOPMENTAL PRESCHOOL

"LEARN, PLAY AND GROW TOGETHER"

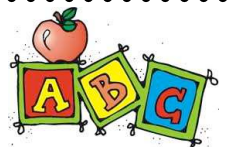
2014-2015

PARENT HANDBOOK

"Continuing our Commitment to Excellence"

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BLAINE PRIMARY SCHOOL
DEVELOPMENTAL PRESCHOOL
820 BOBLETT STREET BLAINE WA 98230
PHONE: 360.332.1300 FAX: 360.332.0666



WELCOME

While our preschool model has expanded to also include typically performing peers, our goal has remained the same: to enable young children with or without disabilities the opportunity to reach his or her highest potential.

We are pleased to have you and your children with us this year. We realize that preschool may be your child's first experience having adults that are not family or friends care for them. It may also be their first time being with other children in a group setting. Many of the experiences that we, as adults, take for granted can be fearful for young children. With this in mind we are planning for smooth transitions as this new adventure begins. Please bring your child to the classroom his/her first day of school.

You are a central person in your child's development as well as being their first teacher. Please share any information with us that may help us understand your child, your family and your priorities.

- Notify us of changes in your address, telephone number, emergency contact people, or changes in your family that may concern your child.
- Update information about your child's health or wellbeing from other professionals (pediatricians, vision, hearing, family counselors etc.)

At times we may need to have you sign a release of information to be sent to the other agencies and medical practitioners.

Be sure we are all clear about your child's transportation and attendance schedule. Additional information about the calendar and program is available on the district web site: www.blaine.k12.wa.us.

PARENT PARTICIPATION IS IMPORTANT

Please Note: any observations or communication about children in this program is confidential information. We ask you to refrain from discussions about the students so that the privacy of each family is respected.

Occasionally, we may plan a home visit/conference with parents or guardians. Our goal is to develop good communication as we partner together to gain information and develop positive educational strategies regarding your child and his/her development. Please keep this in mind as you arrange your schedule.

You may want to volunteer in the classroom. A volunteer packet must be filled out and returned to the Primary School office. Duties may include: helping with special activities / projects, Scholastic Book orders, field trip arrangements, observing and/or taking notes on your child while in program with other children.

There may be other times that we will ask you to bring in items relating to a project we are working on. If you or a family member has something of interest to share with us as a class, we encourage you to do so.

Please go through your child's backpack daily for communication from school.

If you need more than one copy of informational letters or report cards for additional caregivers, let us know. We depend on communication from you to update us as to what has been happening with you and your child.

Contact Information:

- Debra Anderson: danderson@blainesd.org
- Andrea Lee: alee@blainesd.org
- Blaine Primary School: 332-1300
- Bus garage: 332-8933

Teachers will take phone calls only during non-teaching times (8:00-9:00, 11:30-12:00 or after 3:10). Please leave a voice mail or message in the office if you are calling during teaching times.

DAILY SCHEDULE

→ **AM Groups: 9:00 - 11:00**

(Monday: Andrea's class only), Tuesday, Wednesday, Thursday

- Arrival - following routines, dressing
- Snack - self help, social skills, concepts
- Circle Time - cognitive, language, story
- Centers - fine motor, cognitive, speech
- Recess - gross motor group, social skills
- Indoor structured play
- Bus/Closure - following routines, dressing

→ **PM Groups: 12:00 - 2:50**

Monday, Tuesday, Thursday, Friday

- Arrival - following routines, dressing
- Snack - self help, concepts, social skills
- Circle Time - language, cognitive
- Centers - fine motor, cognitive, language
- Recess - gross motor group, social skills
- Structured play
- Story- cognitive, language
- Bus/Closure - following routines, dressing

We try to keep the order of events the same each day. On occasion this may change due to weather, school events and therapy schedule changes.

Physical Development and Adaptive Skills

Please have children wear clothing that they can move in easily and tennis shoes. The Pacific Northwest variable weather is unpredictable. Please dress your child for indoor or outdoor play; layering is a good idea.

As the school year begins many families go shopping for new clothing. We are working on students becoming independent at dressing skills. Fasteners buttons, snaps and zippers need to be simple and easy to grasp. If your child doesn't yet independently fasten buttons or engage a zipper look for a coat/sweater with big buttons or one that has a zipper without a fabric flap

If your child is not yet fully toilet-trained, keep clothing easy on/easy off (loose, no belts). Tennis shoes with velcro fasteners are recommended. Shoes with high heels or that don't cover the toes are not safe for preschoolers, ie. cowboy boots, platform shoes or flip flops.

STUDENT SUPPLIES

Students will need to bring the following supplies. Feel free to bring them to the orientation meeting or on your child's first day of school.

** Please label these items with your child's name.*

* Complete change of clothes (without shoes)

* Current facial photograph of your child

* Backpack - bring daily

* Toothbrush

* Additional training pants, diapers, wipes, etc (if needed)

* Student emergency comfort item:

- Photo of your family or letter of comfort. (Emergency items are requested in the event of an emergency such as an earthquake, tsunami, lock down, etc.)

* Show and tell item for Tuesday and Thursdays

These items are to share within the classroom:

1 large box of hand and face wipes

1 large box of sanitizing wipes

1 large box of crackers (to be shared)

4 glue sticks

10 individual gallon sized ziplock bags

1 large box Kleenex tissue

SNACKS/ Dining

We use snack time to develop concepts, language, and self-help skills. Please let us know if your child has a food allergy or is on a restricted diet. We offer a variety of crackers that have been sent in from the supply list as snack. We will rotate offering peanut butter, cheese sticks, yogurt, fruit or applesauce. If you want to participate in having more variety of nutritious snacks you can feel free to offer to provide it. Some parents want their child who is getting ready for kindergarten to practice having a lunch box. They send snack in for their child daily. Unless it is a special occasion, (i.e. a birthday) please do not send "junk food" items, i.e. cookies, candy, drinks or pop. It is great to send fruit, vegetables, sandwiches, cheese and crackers, nuts, etc.

We've made a few changes this year. Please do not send your child with juice. Juices are mostly sugar which when ingested impacts the adrenal system (hyper) then shortly wears off (fatigue). Filtered water is available for your child to drink or you may purchase milk. We will be participating in the FDA reduced and free food program this year. Eligibility is determined by income level per household. Please fill out the form for this if you think you might qualify. If you don't qualify for free or reduced foods but want to order a breakfast or lunch for your child, we can do that. You must let us know daily if you want your child to have a school breakfast or lunch that day. Please put money on your account at the food services station outside the cafeteria, which is open before school begins; 8:30 a.m. - 9:00 a.m. You will be informed when your account gets low.

MEDICATION

Students requiring medication during the school day must fill out appropriate forms for the school nurse and have accurate instructions on the container left at the Primary School office as to correct dosages and time. See office secretaries, Dawn Corcorran or Elaine Yano for forms.

The school nurse is authorized to dispense medicine with authorization completed by a parent/physician.

ILLNESSES

Please communicate to us if your child has allergies, asthma or any other condition that could impact them while they are in our care.

Keep your child home if they have had the following within a 24-hour time period: fever, diarrhea, vomiting, etc.

If your child is too sick to fully participate in the program including outside play, he/she needs to be kept at home.

Notify us if your child has developed or been exposed to an infectious/ contagious condition that would place the other students at risk of exposure (i.e., pink eye, head lice, ring worm, chicken pox). If we notice your child has a health problem, the school nurse will be notified and advise us. It is possible you may need to come and pick up your child

RELEASE OF STUDENT

Your child will not be removed from any school classroom, building, grounds, or field trip except by: 1.) parent having legal custody 2.) a legal guardian or 3.) person designated by the parent/legal guardian. This person must present to the satisfaction of the teacher evidence of proper authority to remove the student from the classroom. Restraining orders/legal restrictions regarding children need to be on file with the front office.

Prior to sending a student home early for any reason (i.e., illness, inclement weather) a staff person will notify the students' parents and request that the parent come to school and pick up the child. Please be available to be contacted by phone when your child is in program. Cell phone numbers and email contact need to be on forms or given to teachers.

ATTENDANCE

In order for your child to gain the most from preschool, he/she must attend regularly. The habit of regular and punctual attendance is related to the success of every student.

Students are excused for the following reasons:

- A. Illness*
- B. Family emergencies*
- C. Medical appointments*
- D. Participation in school approved activities*

Please try to schedule recreational events, appointments and therapies around the attendance schedule. A written note of explanation or telephone call from the parent in advance regarding a child's appointments/absence is appreciated.

TRANSPORTATION/BUS RIDING

Bus garage secretary Rachel Hrutfiord: 332-8933.

Additional severe weather bussing information can be found on the **District Snow Hotline 332-0789** or Blaine School District Website at www.blainesd.org.

Peer students will require parent transport. Please be prompt when dropping off or picking your child up from school. Enter the front doors of the building, walk to the classroom and wait in the pod. We will keep the door closed for the safety of the children. Before entering the room, peek in to see if class is dismissed. If kids are moving around, enter and verbally cue your child to get ready to go; back pack, coat. Try to let your child be as independent as possible. Be sure that the attending teacher is aware that you are leaving with your child. You are then free to depart.

Students who have IEP's in the preschool program are allowed to arrive and depart by means of the district school bus. We want your child's bus ride to be a fun and pleasant experience. To ensure the safety of your preschooler, please walk with your child onto the bus and see to it that they are safely buckled in. Also, when your child is brought home, you must come to the bus and help your child off.

If your child becomes ill in the night and you know he/she will not need to be picked up, please call the bus garage at **332-8933** by **7:00 a.m.**

Please be sure to be at home waiting for your child or let us know if you are unable to meet the bus. In the event that the bus driver discovers that no one is home when delivering a child, she will contact the school to determine if there has been notification of a change. If there has been no communication, she will finish the route and return to the bus garage/school with your child. The staff there will telephone the emergency numbers you have given us.

We must have written permission and/or a telephone call 332-1300 from the parent/guardian, if your child is to: 1.) go home to someone other than you, 2.) go to a different residence, 3.) be picked up by someone different. Otherwise we will send your child home the usual way. **It is not adequate for your child or an older sibling to report a change in transportation; we must hear it from you.**

Blaine Primary Developmental Preschool is a Federal and State funded program administrated and located at Blaine Primary School.

ADMINISTRATION

Dr. Ron Spanjer

Superintendent (360) 332-5881

Ms. Nancy Bakarich

Primary School Principal (360) 332-1300

Mr. Randy Elsbree

Federal & Special Programs Director (360) 332-0723

Ms. Randi Vis

Federal & Special Programs Assistant (360) 332-0722

Mr. Carl Wagelie

Transportation Director (360) 332-8933

PRESCHOOL STAFF

Debra Anderson

Preschool Teacher Room #543

Teacher's Assistant Room #543

Teacher's Assistant Room #543

Andrea Lee

Preschool Teacher Room #542

Laura Aosved

Teacher's Assistant Room #542

Suzanne Thomas

Teacher's Assistant Room #542

Cathi Hepker

Speech Language Pathologist (SLP)

Kris Remy

Occupational Therapist (OT)

Lynn Young

Physical Therapist (PT)

John Selinger

School Psychologist

Julie Apeles

School Psychologist

Jodi Green

School Nurse

Margaret Gibson

School Nurse

Dawn Corcorran

Primary School Secretary

Elaine Yano

Primary School Secretary

Craig Robinson

School Counselor

Cindy/Allie/Sam

Bus Drivers

Blaine Primary Developmental Preschool Parent – Preschool Peer Contract

This is a contract between Blaine Primary Developmental Preschool and the parents/guardians of

Name of Student

In order to assure a successful school year for each child, and avoid misunderstandings between the school and the family, this contract describes several important obligations. Peers are to provide models of age appropriate behavior, language, and social skills. If after a reasonable period of time, it is found that your child is unable to adjust to the Preschool or does not display age appropriateness, the Preschool Case Manager may request the withdrawal of your child.

1. TUITION:

_____ Full-Time tuition is \$90.00 per month (Mon, Tue, Thurs & Fri 12:00 pm – 2:50 pm)

_____ Part-Time tuition is \$45.00 per month (Tue & Thurs 9:00 am – 11:00 am)

By signing this contract, you agree to pay the monthly tuition as noted above. Tuition will be due by the 5th of each month. September tuition is due the first day of school. A letter from Nancy Bakarich, BPS principal, will be sent if tuition is late. A \$20.00 late fee will be assessed for any payment not received by the 10th of the month. A \$25.00 fee will be assessed for payments returned due to insufficient funds. Checks are to be made payable to “Blaine School District”. If payment for tuition is 30 days past due, the parent/guardian will be notified and the child will be removed from the program. The next child on the current waiting list will fill the spot immediately. Tuition is nonrefundable in the case of absences. Tuition will be the same for each month, regardless of absences, holidays and vacations (September to May).

2. REQUIRED FORMS: The Peer Contract, BSD Peer Screener, BSD Registration Form, BSD Ethnicity Form, BSD Developmental Health History Form, Certificate of Immunization Form and Copy of Birth Certificate must be completed and received prior to your child beginning school. A child who does not have these forms on records will not be permitted to attend school. **Parents are responsible for updating forms when information changes.**

3. HEALTH REGULATIONS: Parent/Guardian will keep the child home if the following have occurred within the previous 24 hours: fever, diarrhea and/or vomiting. Children are considered ill if nasal discharge is yellow or if cough is persistent. Children too sick to participate fully, including outside play, need to be kept home. Please notify us within 24 hours if your child or a family member of the immediate household has developed any contagious condition that would place the students in the program at risk of exposure. (Chicken pox, pink eye, ringworm, head lice, etc.)

4. WITHDRAWALS: Thirty (30) days written notice must be given to Blaine Primary Developmental Preschool before withdrawing a child.

5. TRANSPORTATION: Parents/Guardians are responsible for transporting your child to and from Preschool at the designated, agreed upon times (**AM program begins at 9:00 AM and PM program begins at 12:00 PM**).

6. DISMISSAL OF CHILD: Your child will only be released to individuals listed on the BSD New Student Registration Form under Primary Household, Second Household or Emergency Contact. Documented

parental permission must be established for any other authorized individuals. Your child is to be picked up by the agreed upon time **(11:00 am for morning class, 2:50 pm for afternoon class.)**

7. **FUTURE ENROLLMENT:** Enrollment in the current school year does not imply automatic enrollment in Preschool for the next school year. Registration priority is set up by the Preschool team and will be made available prior to the registration process next year.
8. **PARENT CONFERENCES:** As part of its commitment to good communication, the Preschool will offer parent-teacher conferences for each child. Conferences are held to discuss a child's progress, well-being and/or any concerns. The parent or teacher may request an additional conference at any time.
9. **ACCIDENTS/ILLNESS/INSURANCE:** The Blaine School District strives to maintain a healthy, safe environment for our children. In that regard, a child who is ill will not be admitted to the classroom. If a child becomes ill during the school day, the parents will be notified and must pick up the child, or make arrangements for an authorized individual to pick up the child, as soon as possible. By signing this contract, the parents authorize the school to obtain immediate medical care if a medical emergency occurs and the parent cannot be located immediately. Such care may be from a physician or hospital other than the family's physician, if, in the school's judgment, there is insufficient time to first contact the family's physician. Individual staff members and Blaine School District will not be held responsible for the consequences of an accident or illness at school. Any expenses incurred for such care will be borne by the child's family.
10. **DISPUTE RESOLUTION:** The Blaine Primary Developmental Preschool strives to assure that good communication is maintained between parents and teachers and that each child received the quality education he or she deserves. Occasionally, problems occur which cannot easily be resolved. Should such a situation occur, the parents will notify the Director and attempt to reach a resolution. If necessary, the Preschool team may be asked to address the situation.

I have read this Parent – Preschool Peer Contract, understand it and agree to abide by the policies and procedures it contains.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name