

**THE SAND DOLLAR CLUB
PRESCHOOL ESC
PARENT HANDBOOK**



Part of the ministry of HOPE LUTHERAN SCHOOL
4456 42ND AVE SW
SEATTLE, WA 98116
(206) 935-8500
www.hopeseattle.org

WELCOME

Welcome to the Sand Dollar Club, the Extended School Care (ESC) for the preschool program at Hope Lutheran Church and School.

The State of Washington, Department of Social and Health Services, has granted Hope Lutheran Church and School a Childcare Center License. We are licensed to provide child care and enrichment for ages 3 to 12 years.

This handbook has been developed to provide you with information on the ESC program at Hope and the day-to-day details of the Sand Dollar Club.

MISSION

The Extended School Care Program is a ministry of Hope Lutheran Church and School. Our mission is to provide a safe and nurturing childcare environment. Our main focus is to aid and support our school's working families. The ESC program will provide a safe, secure, caring, and nurturing Christian environment for the children.

LOCATION

The Sand Dollar Club is located in the Preschool 3s classroom in the main school building. From the hours of 7:00-8:15 a.m. and from 5:00-6:00 p.m. the Sand Dollar Club will be combined with the K-6 ESC program in the Fellowship Hall on the lower level of Hope Lutheran Church.

*The Orca (P-4) Full Day program is located in the Orca (P-4) classroom from 8:15am - 3:15pm. Then they go to the Preschool 3's classroom, and merge with the 3's - Monday through Thursday.

HOURS

The Sand Dollar Club operates during the following time periods for the school year:

A.M. ESC = Before School Hours are 7:00 – 8:15 a.m.

At 8:15 a.m. each morning ESC staff walks the students to the classroom and signs the students in to their classroom.

A.M/P.M. Full Day Orca Preschool = 8:15am - 3:15pm (Monday - Thursday)

The Orca staff walks the students across the hall to the Preschool 3's classroom.

P.M. ESC = After Preschool Hours are 11:15 a.m. – 6:00 p.m.

Students are picked up from their classroom at 11:15 and signed in by staff.

ADMISSION AND REGISTRATION

Students are enrolled into the Sand Dollar Club at the time of registration. Any changes made to the need for ESC can be made through the school office.

1. Enrollment shall be open to any child enrolled at Hope Lutheran School, provided the program can meet the needs of the child and space is available in the Sand Dollar Club program.
2. The Registration/Medical/Emergency Form must be completed and signed before the child can begin the ESC program.

SAND DOLLAR CLUB PROGRAM DESCRIPTIONS

AM ESC (7:00 a.m. – 8:15 a.m.) Before School Care

The usual location is always indoors, in the Fellowship Hall, in the lower level of the Church building.

Entrance: Parents and registered children should use the alley entrance of Hope Lutheran Church building and sign-in their child in person each morning.

AM ESC provides a relaxed, yet controlled time period that allows for quiet table games, simple crafts, conversation, and reading. Parents may bring breakfast snacks if needed for their child's morning.

A.M/P.M. Full Day Orca Preschool = 8:15am - 3:15pm (Monday - Thursday)

Full day preschool in the Orca (P-4) classroom a licensed program. The first part of the day is a structured Preschool session. Then there is lunch, rest/quiet time, and free choice - art, sensory or manipulative playtime.

PM ESC (11:15 a.m. – 6:00 p.m.) After School Care

PM ESC provides children with opportunities to participate in group activities, free play, outdoor time, creative activities, dramatic play, educational enrichment, rest time, and other recreational choices. A daily schedule is posted in the Sand Dollar Club room.

LUNCH AND SNACKS

Our school offers a hot lunch program Tuesday, Wednesday and Thursday for purchase. Information about the hot lunch program is on the Hope School website. Otherwise children are to bring a lunch from home each day. In accordance with WAC 170-295-3160, each meal should include a dairy product, meat or meat alternative, a grain product, and two fruits or vegetables.

All children will daily receive two nutritious afternoon snacks as part of the program cost. The first snack will be at 3:00 p.m., and an evening snack will be available at 5:30 p.m. for children still in care. Each snack served includes two of the following components: Protein (cheese, meat or meat alternative, legumes), Bread product (bagel, crackers), and a Fruit or Vegetable (100% juice may substitute for a serving of fruit). We offer water at all times.

NO PEANUTS OR TREE NUTS

Parents take note: Allergies or sensitivity to these foods ***must*** be noted on your child's ESC registration form. An alternative snack will be made available. Parents are welcome to make suggestions for acceptable alternatives or provide snacks that are suitable for the child's needs.

Parent/ ESC Staff COMMUNICATIONS

ESC Staff: Director: Christina Figgins, cfiggins@hopeseattle.org 206-501-5132

Preschool - 6 AM Teacher: Tammy Shelver, tshelver@hopeseattle.org 206-940-5543

K-6 PM Teacher: Audrey Figgins, afiggins@hopeseattle.org 206-280-0161

Sand Dollar Club Teacher: Stephanie Thiele sthiele@hopeseattle.org 206-852-1542

Sand Dollar Club Teacher: Carol Christian cchristian@hopeseattle.org 206-794-1681

Orca Teacher (8:15-3:15): mseraile@hopeseattle.org 206-935-8500

Orca Teacher (8:15-3:15): rgardner@hopeseattle.org 206-935-8500

Important messages from parents can be emailed to the ESC Director or left with the school office.

ESC information will be emailed and posted on our ESC webpage at hopeseattle.org and also is available with announcements in the Hope School newsletter.

REST/QUIET TIME

A rest time is provided for the children each day from 12:45 p.m. – 2:15 p.m. Rest cots and cot covers will be provided. Fleece blankets and small pillows are provided as well. They are washed weekly. Children are allowed to bring a stuffed animal or other “comfort” item to be used during rest time only. Parents may take bedding home each Friday to be washed and returned the following week.

Children that wake up before the end of the rest period will be provided with quiet activities.

BATHROOM USE/ACCIDENTS

Children should be fully toilet trained and use the bathroom independently. In case of an accident please be sure to provide extra clothes in a labeled Ziploc.

CHILD'S ESC ATTENDANCE

1. Parents must notify the director or the school office of any changes in hours or days of attendance needed for ESC.
2. If your child is absent, your call to the school office will suffice for both school and ESC.
3. The parent, or other person authorized by the parent to take the child to or from the center, must sign-in the child on arrival and must sign out the child at departure, using a full, legal signature.
4. Staff will sign-in children at 11:15 a.m. when they are picked up from the preschool classrooms.
5. The only persons allowed to pick up your child/children are those whose names you recorded on your child's ESC Registration Form. Please keep this information current. We will ask for photo identification to confirm their identity.

Delayed or LATE PICK-UP of your child

1. Please make every effort to pick up your child on time. If you find you are going to be later than our 6:00 PM closing, please notify the ESC staff immediately. Staff cell numbers are provided in the handbook.
2. If a parent or guardian is unable to pick up their child from ESC, they must contact the school or ESC and arrange for one of the adults on their emergency contact list to come for their child.
3. Because children often worry when a parent or guardian is delayed in their usual routine time of pick-up, we wish to be informed so we can reassure your child.
4. Late Pick-Up Policy: **A FEE OF \$5.00 Per each 5 MINUTES beyond 6:00PM IS CHARGED FOR ANY CHILD LEFT AFTER CLOSING TIME. A late fee slip will be sent home from the school office.**

ESC CLOSURES

The Sand Dollar/ESC program will not be offered the following school holiday dates:

Closed Days in 2018

September 3rd – Monday, Labor Day

November 12th- Friday, Veteran's Day

November 22nd & 23rd - Thursday & Friday, Thanksgiving holiday

December 20th - January 2nd - Christmas Break/New Years Break

Closed Days In 2019

January 2nd – Christmas/New Years Break Continued

January 21st – Monday, Martin Luther King Day

February 18th & 19th – Monday, Presidents Day/ Tuesday, Mid-Winter Break

April 1st - 5th - Mon - Fri, Spring Break

April 22nd – Monday, Easter Monday

May 27th – Monday, Memorial Day Break

**Last day of ESC is June 13th - Wednesday

ESC/Sand Dollar full or half day dates 2018/2019 (No hot lunch served)

The ESC program will be offered the following dates while no regular school days or an early dismissal occurs:

ESC Extra Dates:

September 4th - Tuesday, Noon dismissal - **(ESC open til 6:00)**

October 10th – Wednesday, Noon Dismissal, Teachers Conference **(ESC open til 6pm)**

October 11th & 12th – Thursday - Friday, Teachers Conference **(ESC open 7am-6pm)**

November 1st & 2nd - Thursday & Friday, Parent/Teacher Conferences **(ESC open 7am-6pm)**

November 21st –Wednesday, Noon Dismissal, Thanksgiving Break**(ESC open til 3pm)**

November 26th – Monday, Trimester 1 Teacher Work Day **(ESC open 7am-6pm)**

December 19th – Wednesday, Noon Dismissal, Winter Break **(ESC open til 6pm)**

February 13th - Wednesday, Noon Dismissal, L.E.S.T **(ESC open til 6pm)**

February 14th & 15th – Thursday & Friday, L.E.S.T **(ESC open 7am-6pm)**

March 29th - Friday, Noon Dismissal, Good Friday **(ESC open til 6pm)**

April 11 & 12 – Thursday & Friday, Parent/Teacher Conferences **(ESC open 7am-6pm)**

May 23rd – Thursday, 11:30 Dismissal Grandparents Day **(ESC open til 6pm)**

June 13th - Thursday, Last day of school & ESC **(ESC open til 6pm)**

WEATHER CLOSURES

There are times during the year when school will be delayed or canceled due to inclement weather. Safety is always our main concern. If you feel conditions are not safe in your area, do not transport your child(ren) to school until it is safe to do so. If we feel conditions are dangerous enough to warrant a delay or a complete school closure we will notify families by providing school closure/late start information by 6:30 a.m. on local TV stations (KOMO 4, KING 5, or KIRO 7), our School Messenger phone system and Hope's website at www.hls.HopeSeattle.org.

EARTHQUAKE OR NATURAL DISASTER

ESC staff will follow the Hope Lutheran School Emergency and Disaster procedures outlined in the Hope School Parent/Student Handbook. You will receive a copy at the beginning of the school year.

ESC and School administrators have stored a 3-day supply of water, meals, and First Aid supplies in locations around the school and Fellowship Hall. ESC staff and children practice Fire and Emergency Drills once a month.

CHILD ILLNESS/INJURIES

Hope Lutheran School strives to maintain a healthy school environment. Please help to reduce or prevent the spread of infectious illnesses by keeping sick children at home until they are well. Signs of illness such as fever, stomachache, severe runny-nose, coughing, tiredness, and irritability should be watched. When these signs or others occur, please use the following information.

Fever: If your child has a temperature over 100.0 degrees, keep the child at home. Your child's temperature should be normal (98.6 degrees) for a twenty-four (24) hour period before returning to school.

Green or yellow discharge: When this occurs, colds and respiratory infections are most easily spread to others. Please keep your child home until the discharge clears and the child feels better. This may take three (3) to seven (7) days.

Vomiting or diarrhea that occurs during the night or in the morning before school requires recuperation before the child may attend school. Please keep your child at home until free of symptoms for twenty-four (24) hours.

Pink eye (conjunctivitis): Your child cannot return to school until after being on medication for more than twenty-four (24) hours.

Chickenpox: If your child has not had chickenpox and is exposed, he or she should be watched for symptoms for thirteen (13) to seventeen (17) days from exposure. Symptoms include slight fever, crops of red raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children if these symptoms develop. Your child may return to school five (5) to seven (7) days following the onset. Scabs need not all be gone, but they must be very dry.

Skin rash: Your child may not attend school. You will need a release from the doctor stating that the child is able to return to school. If the child has a contagious rash, please notify the school as soon as possible.

Head lice: Parents are to report to the school if their child has head lice. The affected child's classmates will be notified. Treatment for head lice should begin immediately at home and checked daily for 2 weeks after treatment. Students will be allowed to attend school as long as treatment has been started.

Any other communicable illness: Please notify the school office and keep your child home from school until fully recovered. If your child becomes sick at school, we will call you and ask that you pick up your child. If your child is injured at school and the injury cannot be attended to in the school office, we will call you to ask that you pick up your child. An injury report will be filled out and a copy sent home for all injuries that are more than minor. Please make sure the school has your correct emergency telephone numbers. When the child returns to school, he or she should be well enough to participate in all normal school day activities. If a child cannot, for medical reasons, rejoin any activities, parents should bring a note from a licensed physician or other qualified medical professional explaining the circumstances. If your child is returning from an illness that requires medication to be given at school, please check the Medication policy included in this handbook.

In case of a severe emergency, our staff will first call 911, administer CPR/First Aid, and notify you as soon as possible. We will follow any further written directive from parents.

NON-DISCRIMINATION POLICY

Hope Lutheran School does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

NOTIFICATION OF PESTICIDE POLICY

We do NOT regularly apply any pesticides to our facility/building. We shall provide written notification annually and upon enrollment to families of children and to employees describing the program's pest control policies and methods, including posting and notification requirements. Our policy will be made available to all families and staff for annual review. A copy will be posted in the director's handbook, is available by request to the director, and is posted on the website: www.metrokc.gov/health/childcare.

FISH POLICY

We have the following Fish and Fish tanks on the premises: ESC Classroom
Fish Tanks are secured from falling and located: On the second self in the ESC classroom. (In accordance with WAC 388-295-5170, the fish tank(s) will not be located in corridors, entrance ways, or where children eat, sleep or play. Nor in infant and toddler areas)
Potential Health Risks associated with these Fish include: N/A

Staff assigned to the care and feeding of the Fish is: Christina Figgins
Method used to clean tanks and staff assigned to the cleaning of the Fish Tank(s) is: Christina Figgins. Cleans the fish tanks once a week after program hours.
Cleaning of the Fish Tank(s) takes place in the following location: Fellowship Hall sink.
(Note: if sink is used for cleaning food or utensils or used by children it cannot be used to clean Fish Tank)
Fish food is kept out of children's reach and is located: in the ESC classroom locked cabinet.
Children who have allergies to Fish will be accommodated by: No feeding or cleaning the fish.
Curricula for teaching children and staff about safety and hygiene are presented by staff in the following manner: Daily monitoring of hand washing and discussion of how to maintain healthy/clean surroundings.
A hand washing poster is posted near the fish tank and children and staff are directed to wash their hands after touching the tank.

PET POLICY

We have the following animals on the premises: Guinea Pig
Animal cage is secured from falling and located: on the table at the far end of the Preschool 3 classroom (In accordance with WAC 170-295-5170, the cage will not be located in corridors, entrance ways, or where children eat, sleep, or play.)
Potential health risks associated with the guinea pig include: none
Staff assigned to the care and feeding of the guinea pig is: Christina Figgins, Carol Christian and Stephanie Thiele.
Method used to cage and staff assigned to the cleaning of the Fish Tank(s) is: Christina Figgins. Cleans the cage once a week after program hours.
Cleaning of the cage takes place in the following location: Designated space in P3 classroom.
(Note: if sink is used for cleaning food or utensils or used by children it cannot be used to clean cage)
Guinea pig food is kept out of children's reach and is located: locked cabinet in the P3 room
Children who have guinea pig allergies will be accommodated by: No feeding, petting, or cleaning the guinea pig
If the animal shows signs of illness, it will be removed from the facility
Children and staff are directed to wash their hands after touching the guinea pig or cage.

Personal Items brought from Home

Toys (Example: Pokémon Cards, Legos and stuffed animals)

In accordance with school policy **these items may not** be brought into the ESC program as well as in the classroom during school hours. Please leave them at home as Legos, cards, games and toys are provided in the ESC room.

ESC POLICY AGREEMENT FORM

By my signature, I agree that I have received, read, understand and agree to adhere to all policies and procedures contained in the Hope Lutheran Extended School Care (ESC) Parent Handbook. I understand and acknowledge that the ESC Emergency and Disaster Plan, Health Policy, Pesticide Policy, Fish Policy and Pet Policy are available for me to review in the ESC classroom.

Please return to school office or ESC by the end of your first week of ESC.

Signature of Parent/Guardian: _____ Date: _____

Name of enrolled student: _____ Grade _____

Name of enrolled student: _____ Grade _____

Name of enrolled student: _____ Grade _____