

# **PRESCHOOL ESC PARENT HANDBOOK**

**HOPE LUTHERAN SCHOOL  
4456 42ND AVE SW  
SEATTLE, WA 98116  
(206) 935-8500  
[HLS.HopeSeattle.org](http://HLS.HopeSeattle.org)**

## **WELCOME**

Welcome to the Preschool Extended School Care (ESC) 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 Preschool Extended Care.

## **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**

From the hours of 7:00-8:15 a.m. and from 5:00-6:00 p.m. the Preschool ESC will be combined with the K-6 ESC program in the Fellowship Hall on the lower level of Hope Lutheran Church. The Full Day Preschool is located in the P-4's classroom in the main school building. The Preschool ESC is located in the Preschool 3s classroom in the main school building.

## **HOURS**

The Preschool ESC 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.

### **FULL DAY PRESCHOOL = 8:15am – 3:15pm**

Full day preschool students are in the P-4's classroom during this time frame.

### **P.M. ESC = After School 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 Preschool ESC at the time of registration. Any changes 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 Preschool ESC Program.
2. The Registration/Medical/Emergency Form must be completed and signed before the child can begin the ESC program.

## **PRESCHOOL 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.

### **FULL DAY 4's PRESCHOOL: 8:15am – 3:15pm in P 4's classroom**

### **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 inside the P-3 and P-4 classroom.

## **LUNCH AND SNACKS**

Lunches are not prepared for children in the Preschool ESC. 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](mailto:cfiggins@hopeseattle.org) 206-501-5132

AM ESC Teacher: Tammy Shelver, [tshelver@hopeseattle.org](mailto:tshelver@hopeseattle.org) 206-940-5543

Full Day Preschool Teacher: Mairi Seraile, [mseraile@hopeseattle.org](mailto:mseraile@hopeseattle.org) 206-935-8500

Preschool ESC Teacher: Stephanie Van Doren, [svandoren@hopeseattle.org](mailto:svandoren@hopeseattle.org) 206-852-1542

Full Day Preschool Aid/Preschool ESC Teacher: Hanna Wingate, [hwingate@hopeseattle.org](mailto:hwingate@hopeseattle.org) 360-529-7446

K-6 PM ESC Teacher: Audrey Figgins, [afiggins@hopeseattle.org](mailto:afiggins@hopeseattle.org) 206-280-0161

K-6 PM ESC Teacher: Elliott Figgins, [efiggins@hopeseattle.org](mailto:efiggins@hopeseattle.org) 206-498-5024

Important messages from parents can be left with the school office or emailed to Christina Figgins. ESC information will be emailed or posted on our ESC webpage at [hopeseattle.org](http://hopeseattle.org).

### **REST/QUIET TIME**

A rest time is provided for the children each day from 12:45 p.m. – 2:15 p.m. Rest cots, cot covers, small pillows and light blankets will be provided. Children are allowed to bring a stuffed animal or other “comfort” item to be used during rest time only.

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 phone numbers are provided above (on page 3)
  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.
- 
1. **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. You will receive a late slip from the school office.**

## ESC CLOSURES

### When ESC is closed: Dates for this School Year

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

#### Closed Days in 2019

September 2nd – Monday, Labor Day

November 11<sup>th</sup> - Friday, Veteran's Day

November 28<sup>th</sup> & 29<sup>th</sup> - Thursday & Friday, Thanksgiving holiday

December 23<sup>rd</sup> - January 3rd - Christmas Break/New Year's Break

#### Closed Days In 2020

January 1<sup>st</sup> - 3<sup>rd</sup> – Christmas/New Years Break Continued

January 20<sup>th</sup> – Monday, Martin Luther King Day

February 17<sup>th</sup> & 18<sup>th</sup> – Monday, Presidents Day/ Tuesday, Mid-Winter Break

March 30<sup>th</sup> – April 3rd - Mon - Fri, Spring Break

April 13<sup>th</sup> – Monday, Easter Monday

May 25<sup>th</sup> – Monday, Memorial Day Break

\*\*Last day of ESC is June 11<sup>th</sup> - Wednesday

### ESC full or half day dates 2019/2020 (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 3rd - Tuesday, First Day of School (ESC open til 6pm)

October 30<sup>th</sup> – Wednesday, Teachers Conference (ESC open til 6pm)

October 31<sup>st</sup> & November 1<sup>st</sup> – Thursday - Friday, Teachers Conference (ESC open 7am-6pm)

November 7<sup>th</sup> & 8<sup>th</sup> - Thursday & Friday, Parent/Teacher Conferences (ESC open 7am-6pm)

November 27<sup>th</sup> – Wednesday, Thanksgiving Break (**ESC open 12-3pm**)

December 2<sup>nd</sup> – Monday, Trimester 1 Teacher Work Day (ESC open 7am-6pm)

December 20<sup>th</sup> – Wednesday, Winter Break (ESC open til 6pm)

February 12<sup>th</sup> - Wednesday, L.E.S.T (ESC open til 6pm)

February 13<sup>th</sup> & 14<sup>th</sup> – Thursday & Friday, L.E.S.T (ESC open 7am-6pm)

March 13<sup>th</sup> – Friday, Teacher Work Day (ESC open 7am-6pm)

March 27<sup>th</sup> – Friday, Spring Break (ESC open til 6pm)

April 9<sup>th</sup> & 10<sup>th</sup> – Thursday & Friday, Parent/Teacher Conferences (ESC open 7am-6pm)

May 21<sup>st</sup> – Thursday, Grandparents Day (ESC open til 6pm)

May 22<sup>nd</sup> – Friday, Memorial Day Weekend (ESC open 7am-6pm)

June 11<sup>th</sup> - Thursday, Last day of school (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](http://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](http://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 far shelf in the classroom, by the windows (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 and Stephanie Van Doren

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\_\_\_\_\_