

FAMILY and SAFETY

HANDBOOK



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**Revised 9/2020**

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# Welcome!

Thank you for entrusting your child to our care at Good Samaritan School. We will provide your student with a warm, safe environment where they can learn and grow through hands on activities that fulfill their natural curiosity to touch, investigate, and explore.

Our highly trained staff will offer your child a developmentally appropriate curriculum that is engaging and fun while promoting growth in all areas of development; social, emotional, physical, cognitive and spiritual.

Good Samaritan School is licensed through the State of Washington and a member of the National Association of Episcopal Schools. We are proud of our commitment to high-quality early learning, by participating in Washington State’s Early Achievers Program. In June of 2016 we were awarded a level 3 quality rating in the specialized area of Staff/Student Interactions and Environment.

Our administration, teachers, and staff, respect every child, family and culture. We value and encourage family participation in our program, and look forward to working in partnership with you.

Blessings,

Ms. Lisa

Director

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## Our Mission

To provide an enriched program that emphasizes the development of each child’s potential within a caring, inclusive environment.

## Our Philosophy

Good Samaritan School is a ministry of Good Samaritan Episcopal Church. We serve children thirty months through six years of age. Consistent with the values of the Episcopal Church, we welcome all children regardless of race, religion, national or ethnic origin. We celebrate each family’s uniqueness. We encourage families to share their family culture and faith traditions with the preschool community. You can expect us to model high standards of behavior and mutual respect in our teaching, and we hope to instill these values in your child as part of their learning experience.

We strive to provide excellence in every aspect of our program. We commit to:

* Maintaining a developmentally appropriate environment and curriculum.
* Maintaining a nurturing, appropriate relationship with each child, engaging in positive interactions, and respecting each child as an individual.
* Supporting, respecting and working together with each child’s family.
* Maintaining a clean, safe environment.
* Maintaining a cooperative and pleasant work environment where each staff person is encouraged to grow professionally.

# Non-Discrimination and Inclusivity Policy

We do not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status in any of our activities or operations. Good Samaritan School does not discriminate against children, families or staff with disabilities. Children, families and staff with sensory, mental or physical disabilities are encouraged to participate in all the activities and opportunities at Good Samaritan School. We assess children to determine whether a child with special needs can be cared for at Good Samaritan School with reasonable accommodations. Some examples of reasonable accommodations include the revision of policies and procedures to be inclusive, the removal of physical barriers, the addition of adaptive equipment and the provision of additional staff training. We welcome all children and are committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. Our staff represent the diversity in Washington State and are committed to providing an inclusive and welcoming environment for participants.

Good Samaritan School is fully committed to treating all families with dignity and respect for their individual needs and differences. This policy applies to every aspect of the school’s programs, practices, policies, activities and employment practices.

## Statement of Confidentiality

Good Samaritan School seeks to protect the privacy rights of our children, staff and families. Therefore, information such as health status, relationships, finances, etc., pertaining to families enrolled in our program will not be disclosed to unauthorized persons unless there is written permission from the parent. Student files (including immunization records) are kept in a secured container on-site accessible only to the office administrator and school director. Parents/Legal guardian may have access to their child’s file at any time upon request.

## 

## Staff

Our teachers are provided with a curriculum framework that is appropriate to the age level of the children they are teaching, which they creatively individualize and enhance for each class. All teachers strive to create a learning environment that will meet the needs of their students. We encourage you to discuss with us any questions or concerns you have about your child’s development. Open communication between parent and teacher will help your child grow and develop in a loving way. Our Program Director and teachers are committed to addressing your questions or concerns.

## Qualifications for Teachers

Our teachers have commensurate education, college degrees, and/or experience working with preschool age children. They are selected based on their training, experience and ability to work with young children. Our teachers are highly qualified. Some qualifications include: Masters and Bachelor Degrees in Education, Child Development Associate Degrees (CDA) as well as college courses and certificates that meet the Early Childhood Education (ECE) Statewide Credentials as well as many years working in the early childhood field.

Teachers must demonstrate a knowledge of how children develop and learn as well as:

* Display a genuine concern, caring, enthusiasm and energy toward children.
* Obtain clearance through the Washington State MERIT/Department of Early Learning screening.
* Complete 10 hours (per year) of continued education in the Early Childhood field
* Carry a current CPR/First Aid/Blood Borne Pathogen Certification.
* Complete “Safeguarding God’s Children” Certification.

## School Certifications:

* Licensed through the State of Washington, Department of Children, Youth and Families (DCYF)
* Member of the National Association of Episcopal Schools
* Washington State Early Achievers Program – Level 3

These programs have:

* Nurturing and supportive relationships between adults and children.
* Care and education that meets each student’s individual needs.
* Facilities that are safe, well-organized and have age-appropriate resources.
* Programs that support the development of the whole child.
* Open communications and genuine engagement with families.
* Meaningful efforts to embrace diversity.

*We are proud of our commitment to high-quality early learning, by participating in the Early Achievers Program. In June of 2016 we were awarded a level 3 quality rating in the specialized area of Staff/Student Interactions and Environment. We continue to strive for excellence with ongoing coaching and training in the program. We are scheduled for re-rating Fall 2019*.

# Enrollment and Attendance

## Enrollment Policy

Open enrollment for the fall will be held in January. (Registration forms will be available after Christmas break.) Enrolled students (and siblings) will have priority registration. Enrollment will be based on a “first come, first served” basis. We will continue to enroll students throughout the school year, as long as space is available.

* **A non-refundable registration fee of $150 for the 1st child ($50 for each additional child)**
* **PLUS, last month’s tuition (June) is due with registration. (*nonrefundable after January 31*)**

## 

## Changes to Enrollment

A 30-day written notice is required for **any changes** to your child’s enrollment schedule. **Increasing hours** will be accommodated (free of charge) as long as space is available. **Reducing hours** will result in a **one-time fee equal to the difference between existing schedule/tuition and requested change in schedule/tuition.**

## Tuition Policy

* ***Tuition is due the first of each month. We accept Cash or Checks only (made payable to GSS).*** A late fee of $25.00 will be applied to accounts not paid by the 10th. There will be a reminder email sent home if your payment is late.
* **Tuition for students enrolling after the 15th of the month** will be charged a pro-rated amount of half month’s tuition.
* **Late Pick-Up Fee -** $1.00 per minute after the first five minutes of late pick-up. *(applies to all students picked up after their registered time)*
* **Monthly tuition rates are based on a 10-month average**. We do not adjust tuition for holiday closures, child illness or family vacations less than 30 days.
* **Make-Up Days:** Due to state mandated teacher/child ratio’s as well as insurance issues, we do not allow “make-up” days for children missing class due to illness or family vacations.
* **Discounts –** Families enrolling multiple students will receive a 10% sibling discount on the lowest tuition rate. Families in good standing with Good Samaritan Church will receive a 10% discount. (only one discount per family)

## Scholarships

Good Samaritan offers partial scholarships to qualified children in full-time or part-time preschool. Eligible students must be 2.5 to 5 years of age, resident of Washington, and be a member of a family that meets household income limits. Please ask for a scholarship form for a full list of eligibility criteria.

Good Samaritan School also accepts DSHS subsidies.

## Vacation/ Extended Leave Policy

We recognize the importance of family vacations as well as unexpected trips that arise. We will honor a 50% tuition discount for one month (30 days) for any family who is gone for a minimum of four consecutive weeks at a time. If you are gone longer than four weeks, the full month’s tuition for the following month will be due to hold your child’s spot.

## Withdrawal from Program

Good Samaritan School requires a 30-day written notice of withdrawal from the program for any reason. If a family withdraws after the 30-day timeframe, they are responsible for the **full months’ tuition**. If a family withdrawals after February 1st the June tuition prepayment is forfeited.

# Security and Safety

The safety of your child is our primary concern. The first few weeks of school we will incorporate safety lessons, indoors and outdoors, into our curriculum. Safety rules will be reviewed and enforced throughout the school year. You can expect that every precaution will be taken to provide a safe environment. Should an accident occur, if appropriate, you and /or your emergency referrals will be contacted immediately.

## Parking

Please park your car in the designated parking stalls clearly marked throughout the parking lot. The handicapped spots are reserved for those who need them. ***Please do not park along the curb in the front of the building. This space is reserved for emergency vehicles only.***

***Thank you!***

## Building Entry

Enter through the main center church doors and proceed down the stairs to the preschool.

## Stair Safety

* Always hold the handrail.
* Walk on the right side of the stair well.
* Do not run, race, hurry, skip or jump going up or down the stairs.
* Go one step at a time. Don’t skip a step.
* Do not carry heavy objects. Use elevators if you have strollers, car seats, etc.
* Do not block your view of the stairs.
* Keep your eyes on the path while ascending/descending stairs. Do not be distracted by reading, texting, etc.
* Clean up any spills or debris on stairs immediately (or report to school staff).
* Keep stairs clear.

During the school day your child will go up and down the stairs under the supervision of his/her classroom teachers to access the playground. All children must follow the above rules and stay in a single file line when going up and down the stairs. **We also sing a stairway song titled “Put Your Hand on the Rail” to encourage following this safety precaution.**

## Elevator Use

The church elevator has been designed specifically to assist people with handicaps, medical issues, or for people carrying heavy loads (i.e., car seats, strollers, etc.).

## Preschool Security Door

For added security, the Good Samaritan Preschool door is secured with a key code entry system. **Families are provided the key code prior to their first day of school and have access to their children at any time during the school day.**

## **Arrival (Drop-off) Procedure**

Classroom Doors Open at 9:00 am. Please

* Escort your child down the stairs
* Have them use the restroom
* Wash his/her hands
* Escort your child to the classroom
* Sign them in on the “Daily Attendance Sheet”
* Make sure your child’s teacher is aware of your arrival.

## Departure (Pick-up) Procedure

We will try our best to promptly dismiss children by 1:00PM or 3:00PM. Please sign your child out and make sure your child’s teacher acknowledges that you are taking your child. Once you have signed your child out, please stay with your child from the classroom to the car. STUDENTS ARE NOT ALLOWED to exit the doors to the school without an adult. It is ***the parent’s*** responsibility to make sure that children follow the safety rules of the school and parking lot.

## Authorized Adults for Pick-Up

Adults authorized to pick up your child will be listed in the “Emergency Contact/Authorization To Release” section of the Student Enrollment Form.

**To authorize a new adult to pick up your child:**

* Parents need to notify the front desk verbally, by email or other form of written authorization. Authorization must include: person’s name, relation to child, phone number, and the legal guardian’s verbal consent/ signature.
* The person will not be allowed past the security door until it is deemed they are authorized to pick up the child.
* All authorized pick-ups must be at least eighteen years old.
* If a person attempting to pick up a child begins to get verbally or physically threatening, 911 will be called.
* If staff feels your child is uncomfortable leaving with this adult, we will contact the parent or guardian before allowing your child to leave.

**Any person who is an unfamiliar face to a Good Samaritan School staff member must provide proof of identification before passing through our security door and leaving with a child**.

**To authorize an adult NOT ALLOWED to pick up your child:**

* Parents need to email or send in written authorization within 24 hours. This written authorization must have the person’s name, relation to child, phone number, address, and the legal guardian’s signature.
* In regard to custody issues, parents need to submit a copy of the court ordered Parenting Agreement. Restraining orders also need to be submitted. Should a situation arise, the school will follow the documentation on hand.
* It is the parent’s responsibility to supply the most recent court orders to the school.

## Playground Supervision and Policies

The children will always be monitored to ensure they are playing in an appropriate and safe manner. Playground supervision is not to be compromised for any reason, and appropriate ratios will be maintained at all times.

* Staff follows playground schedules as closely as possible to not overcrowd the playground. (Maximum number of students may not exceed 20.)
* Before leaving the classroom, all children’s clothing is adjusted to the weather and shoes are closed toed and tied.
* Complete head count before leaving classroom and again upon arrival at playground.
* All staff is positioned so that each adult can adequately supervise groups of children.
* Staff should be standing at all times and in a position to forestall possible accidents. If a staff member is engaged in helping one child, they will stand so that they can see the group. A staff member will not stand with their back to the group. Sitting is allowed if you are engaged in an activity with a group of children. This type of activity will only occur if another staff member is present to view other children at play.
* When equipment is in use, show the children how to use it properly and safely. Use clear and positive statements: “Walk around the swings” rather than “Don’t get in the way”.
* Big playground equipment requires direct adult supervision at all times.
* After play, return all added materials to the covered storage boxes.
* Children are not allowed to go into the school building alone to go to the bathroom or for any other reason. Staff will take small groups into the building, staying within licensing ratio’s both inside the building and on the playground.
* If a child is hurt or injured on the playground, the office will be notified immediately. After the child has been cared for and incident report will be completed.
* Observed safety issues on the playground will be reported immediately.
* Children will be encouraged to drink plenty of water while outdoors.
* Cell phone use on the playground is permitted only in emergency situations. (ie notifying the office of an injury.)
* Playground will be left free of trash, and toys put back in place.
* Children are counted before leaving the playground and again when the class is back in the classroom.
* Children will wash hands before playing indoors.

## Two-Person Rule

Two qualified staff members are to be present in each room at all times for everyone’s security. Our classrooms are licensed for a maximum of 13 students. Student/teacher ratio ~6:1. (Licensing requires 10:1)

## Mandatory Reporting

Child Care providers are state mandated reporters of child abuse and neglect. Training on identifying and reporting child abuse and neglect is provided to all staff. We immediately report suspected or witnessed child abuse or neglect to Child Protective Services (CPS). Signs of child abuse and/or neglect are documented and that information is kept confidentially with the Director. Documentation is kept in staff files. The licensor is notified of any CPS report made.

## Licensing Manual

The entire Department of Licensing rules and regulations (WACS) as well as Good Samaritan’s school licensing compliance reports are available for review by parents/guardians upon request to the Program Director.

# Family Communication

## ****Open Communication in a Variety of Formats****

**We believe in building a relationship with our families and working in partnership with them. Open and ongoing communication is an important part of that relationship, and key to ensuring a positive preschool experience for your child. We communicate with our families in many ways including the following:**

**Arrival and Dismissal Time Communication**

Teachers are always available to greet you and your child at arrival and pick-up. Quick conversations at that time are welcomed. If you need to discuss something in more detail, we will arrange another time to talk. In-person and phone discussions can always be arranged, as not all conversations are meant for little ears or other families. We strive to keep conversations confidential.

**Email Communication**

Weekly newsletters are sent home via email. These emails contain important information regarding curriculum, what is going on in the classroom, current and future events. Often times the teacher will attach photos of activities happening in the class. Families are welcome to email the teacher at anytime to share information or relay a concern.

**Written Communications**

Sometimes communications will be in the form of a hard copy or written on a white board located outside the classroom. Weekly newsletters, classroom schedule, lesson plans, and teacher hours are posted outside each classroom.

## Assessments, Parent Conferences and Portfolios

The assessment of student’s strengths and abilities are ongoing and completed through interaction, observation, notes, and photos. This information is shared with families during conferences which are offered 3 times a year. Late October, parents/families and teachers will meet to review a written assessment of the child’s skills and abilities, age appropriate developmental milestones, and set goals related to the child’s growth and development. The second conference will be held early February. This conference will allow families and teachers to review original goals, a written assessment and discuss the student’s growth as well as any areas of concern in all learning domains. The final written assessment will be given to the parents (along with the portfolio) at the end of the school year. Teachers will offer the opportunity for families to conference.

While we do conduct formal assessments three times a year, Teachers are available to discuss a child’s progress at **ANY** time upon request.

## ****Student’s Portfolio****

The student’s portfolio contains photos of the child taken at school, benchmark information, and work done by the student. It is a systematic collection of student work and related material that depicts a student's activities, accomplishments, and achievements in all areas of development and cognitive thinking. This will be used at parent conferences to illustrate a student’s experiences at school and developmental progress throughout the year.

## Kindergarten Transition

The objective of our PreK curriculum is to send our students off to kindergarten with confidence in their abilities to be successful in elementary school. Our PreK staff stays apprised of the kindergarten requirements for local school districts that serve our Good Samaritan students: Lake Washington, Issaquah, Riverview and Snoqualmie Valley School Districts. We discuss kindergarten readiness with families during conferences, provide information regarding each districts kindergarten registration, work with elementary schools/teachers to provide the necessary information regarding a student for a successful transition to kindergarten, provide parents/guardians tools to work with their children in order to promote social/emotional and academic growth over the summer months.

## Changes in Home Situation

Please let us know if there are changes in your family situation which might affect your child’s behavior at school. Examples include divorce, moves, new siblings, death, etc. We will treat this information with care and confidentiality, and will be as supportive as we possibly can to your family. Please be sure to update your child’s paperwork with any necessary information.

## ****Confidentiality of Your Child’s File****

At Good districSamaritan Preschool we make sure that information about your child and his/her progress is kept confidential. Our child files are locked in the main office and can be opened by the lead teachers, the school director, office administrator, and regulatory authorities. Parents can be given access to their child’s file by the preceding staff. The child file contains the Student Enrollment forms, immunization records, medical information and plans of action, assessments and any other form of confidential information related to the child. Parents and those who have been designated as legally responsible for the care and well-being of the child may have immediate access to the file. Early Achiever evaluators may have access to children’s files ONLY if there is a signed consent form on file.

# Communicating Concerns

## ****Billing Questions, Student Absence, General Information, Etc.****

**Deanna Moreno, Office Administrator 425-868-9544**

## Parent Concerns

If you have a concern related to your child in the classroom setting, please speak with the lead teacher. If this approach is not satisfactory, then please contact preschool director Lisa Treadway. We find that solutions to issues can be positively resolved by working together. If you feel the issue is still not resolved after speaking to the teacher and director, please contact Father Steve Danzey. If your issue is not resolved you may file a complaint with our state licensor, Jeni Zaffram, Department of Children, Youth and Families. (206) 296-4600.

**NOTE:** Families who choose any source of social media as a venue to communicate concerns WITHOUT speaking with us first, may be asked to withdraw from the preschool program.

# School Calendar and Inclement Weather Procedures

## Holiday Closures and Calendar

Our school year calendar coincides with Lake Washington School District calendar for holiday/vacation days. We are closed for the following: Veteran’s Day, Thanksgiving and the day following Thanksgiving, Christmas Break, Martin Luther King Day, Mid-winter break, Spring break, and, Memorial Day. (***No change in tuition rates for months that include holidays or snow days.)*** Preschool tuition rates are not based on actual per-day care and are not subject to adjustments for these occasional closures.

## Inclement Weather

In case of inclement weather and snow days, the safety of the children is our primary concern. Please follow the instructions given on your local radio stations for the Lake Washington School District. You may also call the school office (425-868-9544) for up-to-date school closure information.

**NOTE:**

* **If Lake Washington School District (LWSD) is CLOSED…Good Samaritan Preschool is CLOSED**
* **If LWSD is on a ONE or TWO HOUR DELAY …Good Samaritan Preschool** will open at 10am.

## Public Schools Emergency Communications System:

[**http://www.schoolreport.org**](http://www.schoolreport.org)

# Our Preschool Program

## Hours of Operation

The school is open Monday-Friday, 7:30 AM- 4:30PM, September- June. Summer camps may be offered in July and August.

## Programs Offered

Half-Day Programs: Monday-Friday, 9:00AM-1:00PM.

Full-Day Programs: Monday-Friday, 9:00AM-3:00PM.

Extended Care: Monday-Friday, 7:30AM-9:00AM and 3:00PM-4:30PM

\*Extended care is offered for an additional fee and can be added on an as-needed basis.

## Classes Offered

**2.5 – 3 years**

Children must be 30 months old at time of enrollment, potty training not required. This group is designed for children who are ready for more group structure. Student/Teacher Ratio 5:1. Maximum class size-10 students

Children in the 2.5 – 3yr old program are introduced to art, literacy, math, science, sensory and social concepts through a “center based” environment enriched with hands on learning activities.

Social and independence skills are still a primary consideration when planning for this group, as well as establishing a daily routine. At Good Samaritan Preschool we teach our children to share toys and space, wait their turn and

use words rather than actions to resolve conflict and express their feelings. Developing the child’s social skills is something that continues throughout the preschool years. However, the 2.5 – 3 yr old class is where we start teaching this important life skill.

At Good Samaritan, we recognize the need for children ages 2 to 3 to assert their independence. Teachers provide an environment that offers many opportunities for children to explore, try new things and do things for themselves. Our teachers intentionally observe children as they play, acting as facilitator when needed. Teachers will also play with children and ask meaningful questions that promote critical thinking helping the children to build on their experiences. Teachers work with the children on self-care skills, such as using the restroom, washing hands, cleaning up after themselves, and putting on coats and sweaters. We work in partnership with families to ensure that the child is being supported at school and home, which builds confidence, self-esteem and a love of learning and coming to school!

**3-4 years**

Children must be 3 by August 31st of the enrollment year. Potty training is not required, but we ask that the child is “attempting” to be independent using the restroom. Student/Teacher Ratio 6.5:1. Max class size-13 students.   
The 3’s program is a center based, developmentally appropriate, “hands on” curriculum which takes a theme and integrates it into all areas of learning; art, literacy, language, math, science, sensory and social/emotional. The 3’s program will introduce students to a more structured routine/schedule and encourage listening skills through small and large group activities. The environment will provide opportunities that promote independence, self-esteem and confidence. The goal of our 3’s program is to provide a curriculum that builds positive social emotional skills as well as strong cognitive skills that will lead to success in our Pre-K program.

**Pre-K**

Students must be 4 by August 31st of the enrollment year. Students must be able to use the restroom independently. Student/Teacher Ratio is 6.5:1 Max class size 13 students.

Our center-based program offers opportunities for students to participate in learning activities independently, as well as in small groups. Large group activities, such as interactive circle times are also provided. The teacher is a catalyst in the child’s learning providing guidance and meaningful interactions that develop a well-rounded child. The PreK curriculum enables students to master certain academic concepts prior to kindergarten as well as offering opportunities that promote independence and choice.

The primary goal of our PreK program is to prepare students to enter kindergarten confident in their abilities and excited about future learning. We strive to ensure that our students are completely independent in self-help skills and prepared to handle themselves challenging social situations.

**Summer Program**

30 months and older. Our Summer program is offered 5 to 6 weeks during July and August. The hours are 9:00 a.m. to 1:00 p.m. Each week has a different theme which offers a variety of fun and engaging indoor and outdoor activities. These activities include art, science experiments, cooking and sensory activities, literacy activities, songs, games and play time. The summer program is enrolled on a weekly basis to fit your summer schedule. At Good Samaritan Preschool we strive to provide a safe, trusting, environment.

## Program/Curriculum Philosophy

Good Samaritan School is a ministry of Good Samaritan Episcopal Church serving children ages thirty months through six years of age.  Consistent with the values of the Episcopal Church, we welcome all children regardless of race, religion, ethnic, or economic origin and treat everyone with honesty, dignity, and respect. We value families as a child’s first teacher, encourage family participation in our program, and look forward to working in partnership with you.

You can expect all staff members to model strong human values, high standards of behavior, and mutual respect for children, their parents and for the church with whom we share space. We will work to instill these values in your child as part of their learning experience.

Our teachers are experienced and knowledgeable in early childhood education. Their classroom environments are carefully designed to cultivate positive self-image and independence.

At Good Sam we believe that children learn best in a safe, secure environment that values every child’s strengths and abilities. Research shows that higher learning outcomes can be achieved when children are allowed to construct their own learning and understanding of concepts through self-directed inquiry based curriculum. Activities that are meaningful, relevant, hands on and simple in instruction will be most effective for the child.

Good Samaritan Preschool provides a developmentally appropriate curriculum that aligns with the Washington State Early Learning and Development Guidelines. This curriculum is engaging and fun while promoting growth in all areas of development; social, emotional, physical, cognitive and spiritual. We feel the child’s true learning comes from experiencing. We emphasize the ‘process’ rather than the end product. We understand that children enter our classrooms with a range of skills and abilities. Our curriculum is designed to address each individual child within this spectrum of skills and needs.

Meaningful connections are another priority in our curriculum. Young children learn best when the concepts, vocabulary and skills they encounter are related to something they are interested in and excited about. Teachers are encouraged to incorporate themes and activities into their curriculum that are based on the interests, and cultures of the class. Field trips as well as the invitation to families and community members to visit the school and share ideas and experiences are also used to enhance our curriculum.

We believe in creating a caring community of learners – a community in which all participants consider and contribute to one another’s well-being and learning. Teachers plan ways for children to work and play together collaboratively. Our teachers and staff make a conscious effort to develop a warm positive relationship with each child and look for ways to bring each child’s home culture and language into the shared culture of the class. Children’s social/emotional competence is essential to our curriculum goals. These capabilities will help children to learn and succeed in the future.

## Curriculum (General)

1. Teachers are asked to follow the year’s themes as determined each school year, but should be open to curriculums based on the interests of their students.
2. Curriculum is expected to be age-appropriate following the Washington State Early Learning and Development Guidelines
3. Materials provided will follow the standards set by the WA State Early Achievers Program.
4. Curriculum plans will be available for parents by posting them outside each classroom door.
5. Curriculum will be prepared at least one week in advance.

Research shows that young children learn best when the concepts, vocabulary and skills they encounter are related to something they already know and care about. Our curriculum is based on monthly themes that help children build meaningful connections to their world. We provide engaging, hands-on activities that allow students to explore and manipulate a variety of materials designed to encourage positive social interactions and challenge critical thinking across all learning domains: literature, math, art, science, music, and imaginary play. Special events, field trips and invited guests are incorporated to enhance our curriculum themes.

## Monthly Themes

Some of our more common monthly themes are listed below. Teachers are not limited to these themes and are encouraged to add other themes into their curriculum based on the cultures and interests of their group of children.

|  |  |
| --- | --- |
| **Month** | **Themes/Special Events** |
| **September** | All About Me, Family, Friends, Senses, Fall Family Meet and Greet and Firefighter Visit |
| **October** | Community Helpers, Bats, Spiders, Pumpkins Farm Tour and Family Harvest Party |
| **November** | Farm, Harvest, Leaves, Turkeys and Thanksgiving, Thanksgiving Feast |
| **December** | Christmas, Holidays Around the World, Transportation, Christmas Program |
| **January** | Winter, Snow and Ice, Arctic |
| **February** | Love, Valentine’s Day, Post Office, Teeth and Dental Hygienist Visit and Valentine’s Day Party |
| **March** | Authors and Illustrators, Spring, St. Patrick’s Day, Librarian Visit and Theater Field Trip |
| **April** | Weather, Easter, Flowers, Easter Celebration and Spring Social |
| **May** | Mother’s Day, Bees, Bugs and Birds, Mother’s Day Tea |
| **June** | Ocean/Beach, Father’s Day, Summer, End of the year celebration |

## Daily Schedule

Daily schedules provide a predictable, stable, learning environment for the child. Our classroom schedules offer a balance of both active and quiet activities that may involve a child working independently, in a small group or large group participation. Extended periods of time are dedicated to self-directed play which gives the child the opportunity to explore, collaborate, ask questions and solve problems. Allowing ample time for a child to create and explore is key to the construction of knowledge. A typical day at Good Samaritan Preschool may look like this:

|  |  |
| --- | --- |
| 7:30 – 9:00 | Before School Care |
| 9:00 – 9:20 | Open Doors/Table activities |
| 9:20 – 9:30 | Welcome Circle |
| 9:30 – 10:50 | Free Choice/Centers (Snack available during this time) |
| 10:50 – 11:00 | Clean up/ Prepare for outside time |
| 11:00 –11:30 | Play/Large Motor Activities |
| 11: 30 – 11:40 | Hand washing/Restroom (as a group) \* |
| 11: 45 – 12:00 | Large Group -Stories and Music |
|  | (Centers available for children) |
| 12: 00 – 12:10 | Restroom/Hand washing |
| 12: 10 – 12:40 | Lunch |
| 12: 10 – 1:00 | Circle/ Large Group Activity/Story Time |
|  | (Half day students leave) |
| 1: 00 – 3:00 | Rest Time (Students enrolled over 6 hours) |
| 1:15 – 2:00 | Center Activities |
| 2:00 – 2:40 | Outside play/Large Motor Activities |
| 2:45 – 3:00 | Closing Circle |
| 3:00 – 4:30 | After School Care |

**\*Please note:** Restrooms are available to children at any time during the day upon request.

Handwashing – Children are required to wash hands when they enter the classroom, before and after snack and lunch, after restroom use, after outside time, and before and after the use of sensory items.

## School Supplies

Your child will need a school backpack large enough to sufficiently help them transport their valuable artwork, treasures and important papers. We would like to use the backpack as our communication tool with you. **We ask that you check the backpack daily.** Your child’s teacher may ask for additional supplies in their welcome letter.

## Snacks and Lunches

The USDA recommends that children eat a nutritious breakfast including milk (or non-dairy milk substitute) fruit or vegetable (or both) and grains. Good Samaritan Preschool will provide a healthy snack which is served to children around 10:00am. Families must provide their child with a nutritious lunch which includes protein, fruit AND vegetable and grains. Food items should be kept warm in a thermos, or cold with ice packs. Please do not send candy or other junk food items. **We are a NUT FREE school.** Be sure to label your child’s lunch. **\*Note: Please notify us of any new or continuing food allergies**

## Change of Clothes

We are requesting each child bring an extra change of clothes, clearly labeled and stored in a gallon size Ziploc baggie in case an accident occurs due to: art projects, inclement weather or bathroom issue. They will be returned to you at the end of the year.

Parent Involvement

We believe cooperation and teamwork between parents and teachers will allow your child to receive optimum benefits for his/her school experience. Opportunities may include but are not limited to:

* Field Trip Chaperoning
* Sharing your special talent, gift or family celebration
* Classroom parties
* Assisting with various art projects/activities
* School Programs and Socials.

## Field Trip

Good Samaritan Preschool and staff are not allowed to transport children on field trips. Therefore, our fieldtrips are arranged with the expectation that every parent will transport their own child to and from the field trip event. In the event that the parent cannot attend (and other travel arrangements cannot be made) the school will provide care for child, provided it is the child’s normal school attendance day.

If your child is going to ride with another parent we will need written authorization from that parent giving you authorization to take their child, evidence of the proper seating device and that the parent giving the permission has securely fastened the seating device in the transporting car.

## Birthday Celebrations

Birthdays are celebrated at Good Samaritan School with an acknowledgement of the child’s special day. We provide a birthday crown and small token gift. You may bring a special party favor and/or a “healthy” treat. Please note that healthy treats must be store bought and in their original packaging.

## Holidays

We observe and celebrate the holidays of our nation as well as those of the Christian Faith. We encourage our families to share their own traditions, religious and cultural events with our students. We will support this sharing with time, materials and support staff.

## Reporting an Absence

If your child will be out of the classroom ***for any reason***, contact the school at 425-868-9544 (and leave a voice message). We like to know of illnesses or if you are simply out of town. If you will be gone but your child will remain home, inform us of arrangements and with whom they are staying. ***No tuition adjustments for illness or vacations.***

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# School and Classroom Policies and Procedures

## **Religious Policy**

Good Samaritan School is an outreach of Good Samaritan Episcopal Church. The Episcopal Church is part of the world-wide Anglican Communion, and is rooted in the Catholic and Protestant Christian traditions. One of the hallmarks of the Episcopal Church is its inclusivity and respect for other religious traditions, as well as its emphasis the dignity of every human being. Because we are a faith-based school, we are committed to modeling high standards of behavior and mutual respect for one another. We hope to instill values such as love, kindness, honesty, and responsibility in your child as part of their learning experience. “Chapel” will be held at least once a month with stories and music that reflect the values and morals we hope to teach our students. We are a member of the National Association of Episcopal Schools (NAES).

## Classroom Rules

* Be respectful
* Help each other
* Take care of our room

## Playground Rules

* No walking or crawling on the top of the horizontal bars.
* Play ***only*** within the fenced area *(****children should always be in sight!****).*
* No sticks or rocks in the children’s hands.
* Only slide **down** the slides (feet first); no standing on the slide.
* Toys should be properly stored away after each class.

*(These rules will be reviewed with the children frequently.)*

The playground is for the use of the school Monday through Friday from 7:30 am – 4:30 pm. If you choose to use the playground after hours we ask that you please respect the toys and facilities and leave the playground as you found it.

# Behavior Guidance Policy

## Guidance Procedures

The preschool years are a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Teachers and caregivers must teach social and emotional skills just as they teach washing hands or learning colors and shapes. We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.), self-control and other social and emotional skills, it gives them the foundation needed for academic and life success.

Our program does the following to help prevent misbehavior:

* We provide children with interesting materials and engage them in activities that are appropriate for their age to keep them focused and attentive.
* We develop schedules that meet the needs of young children by avoiding too many transitions and long periods of wait time without activity.
* Our schedule is flexible enough to follow the children’s interests as well as their cognitive, physical, and biological needs. We do our best to not let any child get bored or disinterested.

At Good Samaritan Preschool teacher-modeled appropriate behavior and communication, as well as positive peer models, are provided to help children learn responsibility for their actions. Our staff will model positive techniques by teaching children the importance of listening to others, identifying the problem at hand, seeking solutions, and agreeing on solutions. Our goal is to assist children in conflict resolution strategies to help strengthen their problem-solving abilities.

**PROHIBITED**

Discipline techniques **MAY NOT** include any form of corporal punishment, threatened or actual withdrawal of food, rest or use of the bathroom, abusive or profane language, any form of public or private humiliation including threats of physical punishment, and any form of emotional abuse including shaming, rejecting, terrorizing, or isolating a child.

**Any staff member who engages in these types of behaviors will be dismissed immediately.**

**Establish Rules –** We **have a few clear, simple rules** that vary according to the developmental level of the children. In establishing rules, each teacher follows these guidelines:

Tell children what they are to do in a positive tone

Post rules prominently throughout the classroom for parents and staff to read

Explain rules to students and apply rules consistently

**Verbal reminders** that the behavior is unacceptable and given an acceptable alternative.

**Positive Redirection –** When a child is engaging in unacceptable behavior the basic procedure used in all classrooms is positive redirection, which is redirecting the child from an unacceptable behavior to an acceptable alternative using a calm and respectful tone. This may be enhanced by verbal praise and other reward systems. We praise children for their appropriate behavior and successes by describing what we see and how we feel, “I see the books are all on the shelf. It is nice to have such a clean room.” We encourage acceptable behavior by giving positive verbal rewards. This reinforces a child’s good feeling about them self and serves as an example to others to act in such a way as to receive this praise.

**Natural and Logical Consequences** -We appeal to the preschool child’s growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternatives and choices. We provide cues such as the statement, “Use your words.”

**Help to Problem Solve** – Teachers will work with the children to resolve the conflict. Teachers may offer thoughtful questions that help children to resolve conflicts on their own or assist the child in verbally giving examples of solutions/resolutions.

## Challenging Behavior Procedures (Including Physical Restraint Policy)

When any child in our program, presents with challenging behavior, teaching staff shall follow the standards of the [National Association for the Education of Young Children (NAEYC)](https://www.naeyc.org/):

Observe the children, and then identify events, activities, interactions and other factors that predict and may contribute to challenging behavior.

Rather than focus only on eliminating the behavior, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child’s appropriate behavior.

Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.

We will document the challenging behaviors and the intervention methods that were attempted in a behavior tracking log.

Teacher-parent discussions regarding a child’s behavior shall be held in private and shall focus on working as a team to develop and implement an individualized plan that supports the child’s inclusion and success.

If necessary, intervention shall ensure each child has access to professional services, such as referrals to community mental health professionals.

When a child continues to be unable to control their actions, one method we use is called “quiet place”. When children are upset, angry, or being disruptive, they may be asked if they would like to go to the “quiet place.” This is a quiet spot where children can take the time to relax, breathe, and try to get their emotions under control. Teachers will continue to watch children while they are in the “quiet place” to make sure they are not hurting themselves or others. They will encourage the child to talk about their feelings and help with calming techniques so the child will be able to return to the classroom setting. If a child is unable to use these calming techniques and continues to be disruptive, the teacher will then notify the office and the director will be called in to help the child.

**Physical Restraint Policy** – Physical restraint must only be used if a child’s safety or the safety of others is threatened. The physical restraint must be developmentally appropriate and limited to holding a child as gently as possible to accomplish restraint. Restraint will be limited to the minimum amount of time necessary to control the situation and will only be performed by early learning providers trained in restraint technique. No person may use bonds, ties, blankets, straps, car seats, highchairs, activity saucers or heavy weight (including adult sitting on a child) to physically restrain children. Staff must remove her or himself from the situation if they sense a loss of their own self-control. If another staff member observes inappropriate restraint techniques that staff member must intervene.

If physical restraint is used, staff must report it to the child’s parent or guardian as soon as possible, but no later than the release of the child at the end of the day, and to the department within 24 hours. The use of physical restraint must be assessed to determine if its application were appropriate. The incident will be documented and placed in the child’s file, including date, time, staff involved, duration, and what happened before, during and after the child was restrained. A written plan must be developed if physical restraint has been used more than once and a plan is not already a part of the child’s individual care plan. The plan must be developed with input from the child’s primary care or mental health provider, parents or guardians to address underlying issues and reduce need for further physical restraint. The department will be notified when the written plan has been developed.

## Challenging Behavior Action Plan

When redirection and positive reinforcement are not effective, and the child’s behavior presents a continued risk to self and/or others and repeatedly interferes with other students learning environment the plan of action is as follows:

* Parents will be notified immediately in case of major or reoccurring behavioral challenges. Teachers will provide a detailed account (documentation) of any incidents. If an injury has occurred an incident report will be completed and parent will be required to sign the documents, indicating that they have read and understand what happened. The director will be made aware of any ongoing issues
* A second incident will result in a parent-teacher conference to develop a “Behavior Plan” which includes action items and strategies for preventing the challenging behavior.
* A third incident will result in parents being called and the child removed from the classroom for the day. Termination of enrollment protocol will be reviewed with the family at this time.

In the event that the teacher, director, and the parent together are unable to resolve the challenging behaviors exhibited by the child, we will work with parents to seek professional assistance through the local school district or other outside resources. This may include having a behavior specialist observe the child and develop a behavior modification program.

If extreme challenging behavior continues (risk of injury to self, classmates or staff) after all reasonable efforts have been made by school and family to control the behavior, the school will notify the family of intent to terminate enrollment within at least two weeks. We will work with families to secure placement in a school qualified to accommodate the child’s needs.

DCYF will be notified of enrollment termination per WAC 110-300-0340.

**Termination of Enrollment Policy**

Unfortunately, there will be times when extenuating circumstances will place us in a situation where a student’s enrollment must be suspended temporarily or terminated completely. We want you to know that we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. If the policy is enforced we will allow sufficient time (at least two weeks) for the family to make other childcare arrangements. The following are reasons we may have to terminate or suspend enrollment.

**Parental Actions for Termination of Enrollment**

* Parent threatens physical or intimidating actions towards staff members.
* Verbal abuse to staff.
* Failure to pay
* Failure to complete required forms including the child’s immunization records.
* Habitual tardiness when picking up your child.
* Families who choose any source of social media as a venue to communicate grievance/concerns WITHOUT trying to resolve the issue with the school staff.

**A Child Will Not be Expelled if the Child’s Parents:**

* Made a complaint to the Office of Licensing regarding a school’s alleged violation of the licensing requirements.
* Reported abuse or neglect occurring at the school.
* Questioned the school regarding policies and procedures.

# Emergency Procedures

## Emergency Exits

If there is a need to evacuate the building, use the exit doors located on the glass wall of the school (see map inside each classroom for visual reference). If doors are blocked, exit the nearest available doors. Use your cell phones to call for help. Supervisors must take the attendance binder with them. Meet at the dumpsters in the corner of the parking lot, if possible.

## Emergency Contacts for Parents

Good Samaritan School 425-868-9544

Good Samaritan Episcopal Church 425-868-2123

Lisa Treadway, Head of School 425-868-9544

The Reverend Doctor Steve Danzey 214-557-7771

Jeni Zaffram – State Licensor 425-223-0906

Episcopal Diocese of Olympia 206-325-4200

## Emergency Contacts for School

Good Samaritan School requires contact information for parents and alternates. Form must be completed at enrollment and kept current during the school year. In addition, the school keeps an Emergency Contact list on the bulletin board.

## Reunification after Emergency

Good Samaritan School will use the emergency contacts list to reach you after an emergency. The school will follow its School Emergency Operations Plan. We maintain both “Grab and Go” emergency bags and an emergency supply of food and water. We will stay with the children on site if it remains safe and notify you of changes as soon as we are able. Children will need to be signed out once unified with parent or emergency guardian.

## Disaster Plan

The School will follow its written Disaster Plan. A copy of the disaster plan is available for your review and is located behind the front desk.

# Medical/Immunization Policies

***\*****A complete copy of Good Samaritan’s School Health Policy is available for your review at the front desk.*

## Immunizations

Good Samaritan Preschool requires students to have the state recommended immunizations on file at school prior to the student entering school. For more information regarding immunizations please see the website [www.immunize.org/cdc/schedules/](http://www.immunize.org/cdc/schedules/)

**NOTE:** As of July 2019, **all staff and volunteers** working with children in the preschool are required to provide proof of MMR vaccination or proof of immunity from measles through lab evidence.

## Emergency Contact and Transportation Forms

Emergency contact information for persons other than parents or guardians, including names/phone numbers, is required at enrollment. ***Be sure to notify the school if this information changes!*** An emergency transportation authorization form (permission for emergency treatment) is also required and will be used ***only*** in the case of a 911 emergency call. Staff members will not transport children for medical assistance.

## Health Policy

***Sick children will not be permitted at school.*** Children are informally evaluated each day upon arrival to assure they are well and able to participate in class activities. Ill children are sent home. Consequently, parents are urged to keep children home when they are ill. Our chief concern is for the child’s welfare and reducing the spread of the illness. When ill, children need care and attention that they cannot receive at school. Also, if they return to school before fully recovering, they are susceptible to secondary infections and prolonged sickness.

Be sure to call us if your child will not be attending school due to an illness. Some signs of sickness indicating that your child should stay home are:

* ***Fever:***If a child has a temperature of 100 degrees or more, the parent should keep the child home. If the child has a fever at school, a parent will be contacted. Children who become ill while at school will be separated from the other children and properly attended until arrangements can be made for return to their homes. The child should be fever free for at least 24 hours before returning to school!
* ***Rash:***Chicken pox or body rash, especially with fever or itching, not associated with toileting, heat or allergic reactions.
* ***Vomiting****:* on two or more occasions within the past 24 hours.
* ***Diarrhea:***three or more watery stools in a 24-hour period, especially if the child looks or acts ill.
* ***Excessive runny nose***: especially thick, green mucus.
* ***Conjunctivitis*** *or pink eye:* mucus or pus draining from the eye.
* ***Sore Throat****:* Especially with fever or swollen glands in the neck
* **Lice, Nits**: Children must not return to school until they are free from lice and nits (eggs). Parents need to notify school immediately if their child has lice!
* ***Open sores****:* Any sores or wounds that cannot be covered by a dressing.
* ***Unusual Appearance or Behavior:***Unusually tired, pale, lack of appetite, lethargic, confused and /or irritable; fatigue that prevents participation in regular activities.
* ***Ear infections:***Do not need to be excluded, but the child needs to get medical attention.

Under these circumstances, please keep your child at home for at least a *24 hour period* before returning to school. If your child is taking any medication (prescription or over–the-counter) it would be helpful for us to know that information in case we observe any behavior changes. If you have doubts about whether your child should come to school, please call and we will discuss your child’s symptoms. Thank you for your cooperation concerning this matter.

## Common Colds

We all need to be very cautious about spreading germs among ourselves. Hand washing is our best fight against germs. We try to clean the room as best as we possibly can, but we will ask the children to help us in one simple way in regard to coughing and sneezing. We are teaching the children to cough and sneeze into the crux of their arm (we tell them, “where your arm bends”). The classroom materials are meant to be touched and therefore can be easily contaminated with the hands. Please encourage your child to cover their coughs and sneezes with their arm.

## Bathroom Policy

Our goal is to help your child become independent when using the bathroom, so we recommend you dress them in clothing that will make this easier for them (elastic waistbands are easier than zippers, belts and buckles).

**We ask that you take your child to the bathroom and wash hands upon first arriving at school.** Should your child need to use the bathroom during school time, we will adhere to the following policy:

***Teachers/staff try not to enter the toilet stalls with the child. If the child needs assistance in cleaning themselves, we first try to talk them through the process. If further assistance is needed a teacher or staff member will assist the child with another staff member present. Children will always receive help when they ask. Our goal is for all children to use the bathrooms independently when they are comfortable.***

Children in our Little Deer’s class, will be supported with both diapering and potty training. If your child attends this class, please send ample disposable diapers/ pull-ups, wipes and clothing. We are unable to change cloth diapers per our State licensing agreement.

## Handwashing Policy

Children must wash their hands with soap and warm water:

* On arrival at the center;
* After using the toilet;
* After the child is diapered;
* After outdoor play;
* After playing with animals;
* After touching body fluids (such as blood or after nose blowing or sneezing); and
* Before and after the child eats or participates in food activities
* Before and after playing with items in the sensory table or playing with play-doh.
* When leaving school

## Communicable Disease Reporting

We are a mandatory reporter of Communicable Diseases to the King County Public Health department. The best way to prevent these diseases is to

* Keep vaccinations current
* Cover coughs and sneezes.
* Wash hands.
* Stay home when sick.

## Medication Policy

* Children who attend 9-1 or 9-3 preschool will not be given medication, with the exception of Rescue Medications.
* Full day children will be administered prescribed medications on a Program Director discretionary basis as per our policy.
* Medication is accepted only in its **original container**, labeled with **child’s full name**.
* Medication is **not** accepted if it is **expired**.
* Medication is given **only** **with prior written consent of a child’s parent/ guardian/physician**. This consent on the medication authorization form includes **all of the following:**
* Child’s name,
* Name of the medication
* Reason for the medication
* Dosage
* Method of administration
* Frequency (**cannot** be given “as needed”; consent must specify *time* at which and/or *symptoms* for which medication should be given)
* Duration (start and stop dates)
* Special storage requirements
* Any possible side effects (from package insert or pharmacist's written information)
* Any special instructions.

## Parent /Guardian Consent

A parent/guardian may provide the sole consent for a medication, (without the consent of a health care provider), **if and only if** the medication meets all of the following criteria:

* The medication is over-the-counter and is one of the following:
  + Antihistamine
  + Non-aspirin fever reducer/pain reliever
  + Non-narcotic cough suppressant
  + Decongestant
  + Ointment or lotion intended specifically to relieve itching or dry skin
  + Diaper ointment or non-talc powder intended for use in diaper area
* Written consent for medications covers only the course of illness or specific “time limited” episode.

Written consent for sunscreen is valid up to 6 months.

Written consent for diaper ointment is valid up to 6 months.

* *Please note: As with all medications, label directions must be followed.*
* *Most diaper ointment labels indicate that rashes that are not resolved, or reoccur, within 5-7 days should be evaluated by a health care provider.*

## Health Care Provider Consent

The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, iron, supplements, oral re-hydration solutions, fluoride, herbal remedies, and teething gels and tablets).

A licensed health care provider’s consent is accepted in one of 3 ways:

1. The provider’s name is on the original pharmacist’s label (along with the child’s name, name of the medication, dosage, frequency [cannot be given “as needed”], duration, and expiration date); *or*
2. The provider signs a note or prescription that includes the information required on the pharmacist’s label; *or*
3. The provider signs a completed medication authorization form.

*Parent/guardian instructions are required to be consistent with any prescription or instructions from health care provider.*

## Medication Storage

If Medication is stored in locked file cabinet or in a refrigerator. It is:

* Inaccessible to children
* Separate from staff medication
* Protected from sources of contamination
* Away from heat, light, and sources of moisture
* At temperature specified on the label (i.e., at room temperature or refrigerated)
* Separated by internal (oral) and external (topical) medications
* Separated from food
* Stored in a sanitary and orderly manner

**Rescue medication** (e.g., EpiPen® or inhaler) is stored in classroom out of the reach of the children.

**Controlled substances** (e.g., ADHD medication) are stored in a locked container.Controlled substances are counted and tracked with a controlled substance form.

**Medications no longer being used** are promptly returned to parents/guardians. (Medications are not disposed of in sink or toilet.)

**Emergency supply of critical medications**

For children’s critical medications, including those taken at home, we ask for a 3-day supply to be stored on site along with our disaster supplies. Staff are also encouraged to supply the same. Critical medications – to be used only in an emergency when a child has not been picked up by a parent, guardian, or emergency contact – are stored in Emergency Preparedness Kits in each classroom*.* Medication is kept current (not expired).

## Staff Administration and Documentation

1. Medication is administered by staff trained in medication administration.
2. Staff members who administer medication to children are trained in medication procedure and center policy. A record of the training is kept in staff files.
3. The parent/guardian of each child requiring medication involving special procedures (e.g., nebulizer, inhaler, EpiPen®) trains staff on those procedures. A record of trained staff is maintained on/with the medication authorization form.
4. Staff giving medication document the time, date, and dosage of the medication given on the child’s medication authorization form. Each staff member initials each time a medication is given and signs full signature once at the bottom of the page.
5. Any observed side effects are documented by staff on the child’s medication authorization form and reported to parent/guardian. Notification is documented.
6. If a medication is not given, a written explanation is provided on authorization form.
7. Outdated medication authorization forms are promptly removed from the classroom and placed in the child’s file.
8. All information related to medication authorization and documentation is considered confidential and is stored out of general view.

# First Aid and Medical Emergencies Policy

Procedures for Injuries and Medical Emergencies

1. Child is assessed and appropriate supplies are obtained.
2. If further information is needed, staff trained in first aid will refer to the First Aid Guide located in every first aid kit.
3. First aid is administered. Non-porous gloves (nitrile, vinyl or latex\*) are used if blood is present. If injury/medical emergency is life-threatening, one staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911. If only one staff member is present, person assesses for breathing and circulation, administers CPR for one minute if necessary, and then calls 911.
4. Faculty will call parent/guardian or designated emergency contact if necessary. For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/guardian or emergency contact arrives, including during transport to a hospital.
5. Faculty will record the injury/medical emergency on an “Accident/Incident Report” form.
6. The report includes:
   * Date, time, place and cause of the injury/medical emergency (if known)
   * Treatment provided
   * Name(s) of staff providing treatment
   * Persons contacted
7. Parents must sign the original. A copy is given to the parent/guardian the same day and the original placed in the child’s file. All incident reports are recorded in the “Incident Reports” binder.
8. The child care licensor is called immediately for serious injuries/incidents which require medical attention.

# Communication

School Contact InformationChurch Contact Information

Good Samaritan School Church Website: [www.goodsamepiscopal.org](http://www.goodsamepiscopal.org)

1757 244th Ave NE Email: [office@goodsamepiscopal.org](mailto:office@goodsamepiscopal.org)

Sammamish, WA 98074 Church Phone: 425-868-2123

(425) 868-9544

Email: [goodsamschool@outlook.com](mailto:goodsamschool@outlook.com)

Preschool Website: [www.goodsamschool.com](http://www.goodsamschool.com) Department Of Children Youth and Families

Program Director: Lisa Treadway Jeni Zaffram 425-223-0906

Office Administrator: Deanna Moreno jeni.zaffram@dcyf.wa.gov

**Please Note: All policies and documents are available for review at the front desk.**

**These documents include but are not limited to:**

* Health Policy (Including Blood Born Pathogens)
* Emergency/Disaster Plan
* Licensing Inspection Report
* Fire Marshal Inspection Report
* Liability Insurance

GOOD SAMARITAN SCHOOL FAMILY AND SAFETY HANDBOOK

# ACKNOWLEDGEMENT and AGREEMENT

I acknowledge receipt of the Good Samaritan School Family and Safety Handbook and agree to be bound by its requirements as a condition of my child’s acceptance into the program. I understand this handbook represents current policies and procedures. I will be notified of any changes or additions to the handbook.

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PARENT SIGNATURE DATE

**Please read, sign and return this acknowledgement form**