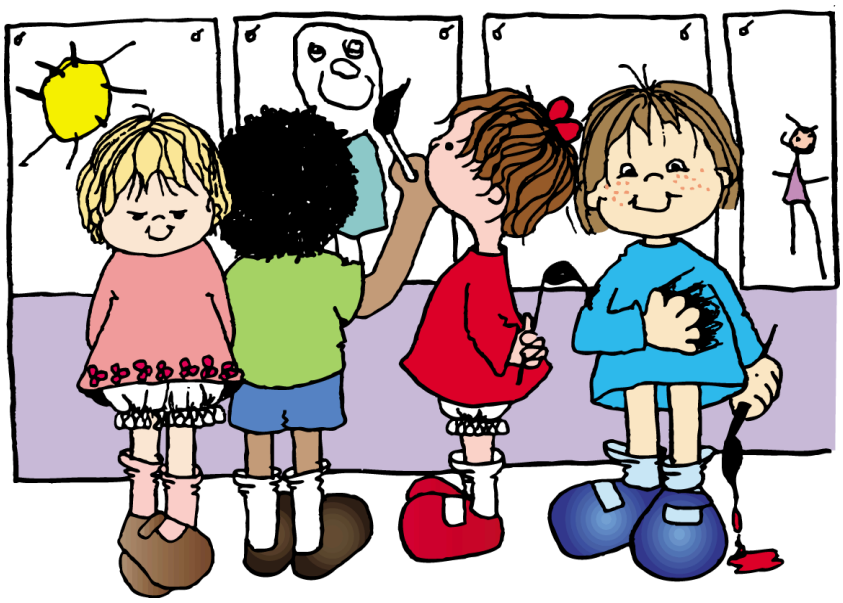
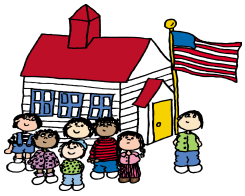
PARENT HANDBOOK

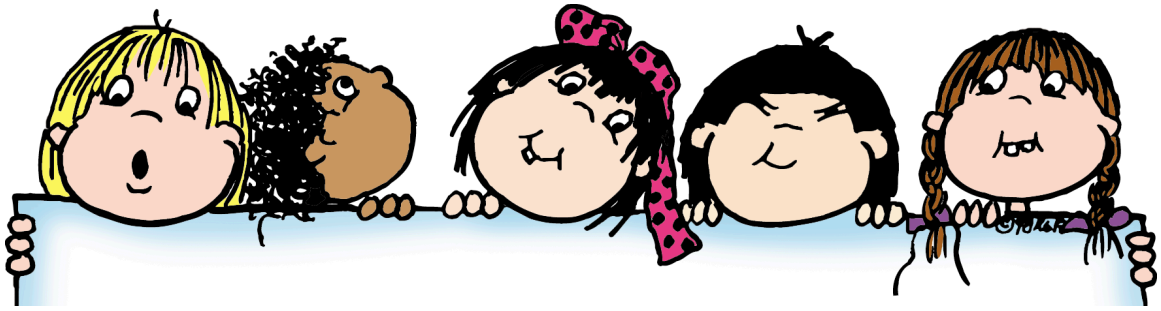


ARROWHEAD INGLEMOOR PRESCHOOL
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Revised January 2026



WELCOME

Welcome to Arrowhead Inglemoor Preschool. This handbook is designed to answer some of your questions and to be a resource for you.

OUR GOALS

We seek to

- help each child grow socially, emotionally, mentally, physically, and spiritually
- to assist each child in sharing, working independently, working together, following directions, and listening
- to provide a variety of learning experiences in a safe, loving environment in which each child is special
- to be a bridge between the child's home environments and future schooling
- to nurture each child to develop a close relationship with Jesus as Savior and Lord
- to offer encouragement and support to preschool families through education and spiritual growth

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NOTICE OF NONDISCRIMINATORY POLICY

In keeping with our Christian commitment, Arrowhead Inglemoor Preschool admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.

SCHOOL CALENDAR

- **Three's** Orientation with parents on **Tuesday, September 8, 2026**
  First day of school: **Thursday, September 10, 2026**

- **Pre-K and Fives** Orientation with parents on **Wednesday, September 9, 2026**
  First day of school: **Thursday, September 10, 2026**

- The last day of school for **all classes** is **Thursday, June 10, 2027**.

The school calendar will coincide with the Northshore School District's calendar regarding vacation and holidays unless otherwise determined.

CLASS INFORMATION

Three's Class

Tuesday / Thursday | 9:15–11:45 a.m.

This class is designed for children who have turned **three by August 31, 2026** and is limited to 12 students. Children will rotate through our three classrooms each day.

- Tuition: **$315 per month**
- Annual Fee: **$225** (due at orientation)

Pre-K Class

Tuesday / Wednesday / Thursday | 9:15–11:45 a.m.

This class is designed for children who have turned **four by December 31, 2026** and is limited to 12 students. Children will rotate through our three classrooms each day.

- Tuition: **$420 per month**
- Annual Fee: **$250** (due at orientation)

Fives Class

Monday / Tuesday / Wednesday / Thursday | 9:15–11:45 a.m.

This class is designed for children who have turned **five by December 31, 2026** and is limited to 12 students. This class meets in the church Fellowship Room and also uses the preschool building throughout the week at various times.

- Tuition: **$525 per month**
- Annual Fee: **$275** (due at orientation)

EXTENDED CARE LUNCH BUDDIES

Extended Care is available on Tuesdays, Wednesdays, and Thursdays from 11:45am-1:15pm, and is limited to 15 students. This is an enrichment program that gives families some extra preschool time if needed. Children need to bring their own lunch and beverages.

The monthly cost is contracted with your tuition:

- **$55** – 1 day per week
- **$80** – 2 days per week
- **$125** – 3 days per week

SPECIAL EVENTS

We have five special events (besides field trips) during the school year where our preschool families are invited to attend.

- October: Mommy, Muffins and Me (No siblings please)
- December: Christmas Program (Extended family welcome)
- February: Preschool Prom and Dance-a-thon (Extended family welcome)
- March: Daddy, Donuts and Me (No siblings please)
- June: "Closing Program" (Extended family welcome)

CONFERENCES

Parent-Teacher conferences are scheduled for late January or early February. There is no regular preschool that day. It is a non-student day.

EMERGENCY CLOSURES

If Northshore schools close due to snow or inclement weather, our preschool will also close. If Northshore cancels Preschool and Kindergarten, we are closed as well. "Snow Days" are not made up at the end of the year.

TUITTION

Tuition is due on the first school day of each month or can be prepaid quarterly or annually. Costs for the year have been equally divided so that monthly tuition remains the same each month. We are not able to grant a reduction in tuition for days missed due to illness or family travel.

Extended Care is contracted for the year to allow us to staff and plan the program.

If tuition is not paid by the 10th of the month, a $35.00 late payment fee will be charged. If monthly tuition is not paid by the 10th of the month, your child will not be admitted to class until payment is current. Their spot will not be held open for them.

Tuition payment for June must be paid no later than the 5th of June or your child will not be admitted to class.

Tuition must be current to register for the next year.

**There is a $35.00 charge to NSF checks.

We require written notice of withdrawal two weeks in advance. This allows the school the opportunity to inform those who may be waiting for an opening.

APPROPRIATE DRESS FOR PRESCHOOL

Please dress your child comfortably for preschool. They will be painting, gluing, climbing, etc. so they **will get their clothes dirty**! Avoid belts, overalls and clothes that are difficult to get off when using the bathroom. Send them in sturdy, comfortable shoes. Please avoid flip flops, slippery soles, platforms, and laces that won't stay tied. These can be very hazardous on the playground.

Always send a coat or jacket during cooler weather. We try to get out as often as possible if the weather is dry. Even if we do not go outside to play, waiting for parents to pick them up can get cold!!

SCHOOL BAGS

Your child's school bag is especially important to our program. Please, no backpacks or bags with zippers. The bag needs to be big enough to hold their art projects and papers coming home, but not big enough to trip over! (At least 12-14" in width and depth) Be sure to put your child's name on the outside of the bag. Their bag gives them a sense of pride and organization! We will provide you with a clip that needs to stay on their bag all year. We use this to send important notes home, and it is appreciated if you clip payments or notes to the outside of the bag. We check bags every morning. Please try to remember their bag every day.

SNACKS

Preschool provides snacks for your children. We are in a **peanut free** zone. If your child has severe food allergies, you will need to provide their own labeled snack each day. Examples of our snacks include crackers, cookies, granola bars, z-bars, cheese, fruit, vegetables and sometimes treats. We mainly drink water and occasionally have juice or milk.

SUPERSTAR DAYS

Once during the school year, your child will have a Superstar Day! They will be celebrated in special ways throughout the day. We ask that you bring snacks for the whole school on your child's "Superstar Day". Nothing with frosting please. These days will not always coincide with your child's birthday. When it is your turn, his/her name will appear on the monthly calendar that comes home. We will send home a notice with information closer to your child's turn.

CLASS PARTIES

On Orientation Day you can sign up to help with class parties throughout the year. If you sign up to "coordinate" a party, the teacher will give you information, guidelines, and suggestions. If you sign up to be a "helper," you will be contacted by that coordinator about how you can help or what you can bring.

DISCIPLINE

Preschool is usually one of the first experiences your child has with a school setting, everything needs to be learned. Our expectations reflect that perspective, and we spend the beginning of the preschool year learning guidelines and routines. We try to give the child words to use, while building empathy and kindness. Our approach to discipline reflects this using a positive approach and "re-direction." We give them language and reasoning to resolve conflicts. Sometimes the incident just needs to be "talked out." If the situation becomes serious, separation from the group is used. If behavior becomes a problem, we conference with our parents to come up with a behavioral plan.

HEALTH AND SAFETY

Illness

For the health and safety of our teachers, students and families, please do not send your child to school if they are experiencing the following:

- Fever- temperature of 100.4 degrees Fahrenheit or higher(within the last 24 hours)
- Vomiting and or diarrhea (within the last 24 hours)
- Colored discharge from nose
- Excessively red eyes, especially with colored discharge
- Excessive and uncontrollable coughing or sneezing
- Rash- unless allergic as confirmed by a physician
- Open sores or wounds- unless adequately covered
- Unusual fatigue or irritability

Your child must be fever, vomit, and diarrhea free for 24 hours before returning to school.

If your child has a contagious disease, please inform the school so that we can alert parents to possible symptoms and prevent the spread of disease.

Medication

Medication should always be given at home. Never send a child with medication in their bag, even if it's just cough drops or sunscreen! If your child needs medication while at preschool, (such as an epi-pen) you would need to fill out a "medication form" and discuss it with the director. Medication would need to be in its original container and the "form" signed by a doctor.

Injury

First Aid kits are located in each classroom. Injuries are recorded in a Logbook. "Owie" notes are sent home for minor injuries. If the injury is more serious, the parent is called and an "accident report" filled out. If a REAL serious accident occurs, we call 911 and then the parent. We cannot transport the child ourselves.

Disaster Preparedness

We teach the children fire safety and practice our "fire drill" during that unit. We also discuss and practice earthquake, emergency, and lock-down procedures. If an earthquake or emergency occurred, we would evacuate the children to the church parking lot, our grassy empty lot, or our church sanctuary, depending on what the emergency was. Children are moved to a secure place during a lockdown. Staff would stay with children until they are all picked up.

Please bring a one-gallon ziplock bag to Orientation day that will stay at school all year containing:

- a complete change of clothes, including socks - no shoes needed.
- a flashlight
- a family photo
- a loving note from home
- a small stuffed animal or comfort item from home

*******Please keep your cell phone on during school hours so that we are able to contact you in case of an emergency*******

ARRIVAL AND DEPARTURE PROCEDURES

For the safety of our children, please follow our drop-off and pick-up procedures!
******Please do not be on your cell phone during drop off and pick up******

Drop-Off

Enter the last driveway of the church parking lot. If you are the first car to arrive, please pull up and stop with the front of your car facing the playground and wait. As the rest of the cars arrive, they form a line behind the first car around the perimeter of the parking lot. The teachers will come out at 9:10am and will motion you to move forward. Please move all the way forward (first car to the mailbox) so we can fit 4 cars in front of the preschool. **Set your car in park and put on the emergency break.** Get out of your car, unload your child and **wait at your** car for a teacher to come to you to get your child. Teachers will escort children into the classrooms. Wait in line until the cars in front of you exit. **Please do not pull around cars in front of you.** If we think it is going to take a while and it is safe, we will motion you to pull out and around them.

If you are walking your child in, please park in the parking lot – back into your parking space, **use the crosswalk**, and wait in line on the covered sidewalk until the teachers come to receive your child. Please do not walk your child to the classroom door.

Pick-Up

We use the same procedure for picking up as we do drop off. We will bring the children outside and have them sit on the benches under the preschool windows. Please do not pull your car forward until the teacher motions you to do so. (We wait until the children are "ready" and it is safe.) Be sure and hold up your "car tag" (given to you at orientation) with your child's name on it so we know who you are picking up. Please continue to show your "car tag" even after we know you and your car, there are so many vans and cars that look alike! We also cannot always see you in the car because of the glare, so the "car tags" are helpful.

Please put your car in park and get out and wait by your vehicle. When it is safe to do so a teacher will bring your child to the car for you to buckle them into their car seat.

Please do not call your child to you as children are instructed to wait for a teacher to release them.

If you are parking and walking to pick-up your child, please park in the parking lot – back into your parking space, **use the crosswalk**, and wait in line on the covered sidewalk **with your car tag**. The teachers will bring your child to you when it is safe.

If you have someone other than the listed parent or guardian on your enrollment form picking your child up from school, we will need a written note with the person's first and last name along with make and model of car. We will ask to see their ID.

Please put any messages in writing. It is hard to remember a verbal message when we are busy loading/unloading children!

All these rules are for your children's safety and to help our program run smoothly. Our primary concern is that there is no movement **crossing** the parking lot when children are being loaded and unloaded. We teach the children parking lot safety and expect that you hold your child's hand and use the crosswalk.

TARDINESS

If you are late bringing your child to school (this means the outside doors are closed and the teachers are inside) you will need to park your car and take your child to the church office to be escorted into class. We do not want to interrupt teaching in progress.

There is a late fee for picking your child up late from school. There is a 15-minute grace period from the end of class. If you are later than the grace period, there is a late pick-up fee of $30.00 if you are 1-15 minutes late and $1.00 per minute after the initial 15 minutes.

CURRICULUM

Our curriculum has developed and evolved over the years to meet the needs of the children and families of our community. We strive to engage the whole child in language, literature, music, art, creativity, large and small muscles, self-help, and social skills development. Above all, our curriculum goal is for the child to have fun, make friends and love "school" in a Christian environment. We use resources like Zoophonics, Pocket of Preschool, Handwriting Without Tears and more.

Religious Curriculum

We begin some basic Bible stories as well as learning about prayer and worship. We use the "Read Aloud Bible Stories" by Ella Lindvall. Our four- and five-year old students will be learning the stories of the Old Testament during the fall months. December through May we will be learning about the birth, life, and ministry of Jesus. We use the "Beginners Bible" by Karen Henley for our lessons. All the classes will participate in a monthly "chapel" time. During this time, they will have a special lesson given by the preschool director or pastor in our church sanctuary.

Epiphany Lutheran Church Invites You!

You are warmly invited to join us in worship and education opportunities.

Sunday Morning Worship
9:00am –Service

Coffee Hour follows each service.

Sunday Morning Education
(For all ages)
10:30am

Epiphany Lutheran Church began in Kenmore in 1959. We share a commitment to bring the Gospel of Jesus Christ to the "whole person" throughout the world. Since 1986, Epiphany has owned and operated Arrowhead Inglemoor Preschool as an extension of its ministry. If you do not have a church home, please know that you are welcome here!

