



410 Newport Way NW Suite A

Issaquah, WA 98027

425-427-8445

www.thelearningnestpreschool.net

POLICIES HANDBOOK

Monday to Friday

All Day Program: 7:00am – 6:00pm

Full Time Program: 9:00am – 3:00pm

Part Time Program: 9:00am – 1:00pm

After School Program: IVE Students

Ages: 12 months to 9 years

Nondiscrimination Statement

The Learning Nest Preschool does not discriminate against any person because of race, color, religious views, ethnicity, sexual orientation, age, disability, sex or marital status. This is a commitment made by The Learning Nest Preschool in accordance with federal, state and local laws and regulations.

Religious Statement

The Learning Nest Preschool does not teach or promote any specific religious activity. We do, however, provide opportunities for families and staff to share their cultural celebrations with each other. Families are encouraged to bring information, artifacts and activities to share with our learning community.

FINANCIAL POLICIES

1. **Registration Fee & Material Fee:** There is a yearly registration fee and material fee for \$450 total which is nonrefundable. Due at time of registration, no exceptions.

2. **Enrollment Process:**

- Submit signed enrollment forms and contract along with payment for registration and material fees to reserve spot
- Confirmation and receipt will be sent to parents immediately after submitting payment
- Parents will receive an email with important information about teacher placements, drop off and pick-up procedures, things to know about the first day, curriculum night date and time, etc. before the first day of school.

***PLEASE NOTE:** If parents change their mind at any point before the child's first day, parents are still responsible for payment of the first month the child was scheduled to start school. School needs written notice stating they are releasing the spot and understand they are responsible of submitting the payment of such month.

Programs:

Monday to Friday	3 days, 4 days or 5 days
Full Time Program	9:00am – 3:00pm
Full Time w/Before and After Care Program	7:00am – 6:00pm
Part Time Program	9:00am – 1:00pm

3. **Drop-In Care:** Only offered for children enrolled in our program.
 - Provided depending on availability.
 - Advance arrangements required
 - Hourly rate is \$25 per hour or \$100 (part time), \$150 (full day), \$200 (full time w/care) per day
 - Payment is due same day, payment should be made by check

4. Payments:

- Tuition payments are due on the 1st of the month.
- We only accept checks as payment method
- There is a \$15 fee for late payments (a \$15 late fee will be applied everyday for payments received after the 3rd of the month until full payment has been made)
- A \$50 fee is charged for all returned checks

5. Absences:

- **If a child will be absent, parents are required to call the center.** If center has not been informed about absences after 2 days parents will be contacted, if center is not able to reach parents after multiple attempts center will call Police and Child Protective Services.
- If a child is absent for two weeks without notice from parents about absences, enrollment contract will be terminated. Parents will still be responsible to make payments for such month and after until formal notice is submitted.

6. Billing:

- No adjustments are made for vacations, sick days, absences, holidays, closures, emergency closures, snow days or any other natural disasters or causes outside of the school's control such as power outages or damages to the facilities.
- Two weeks' notice is required for any changes in schedule
- Parents are responsible of paying the month of December in full regardless of two week Holiday break.

7. Late Pick Up Fees:

- \$10 fee for every 10 minutes late (ex. 30 minutes late = \$30 late fee)
- Late Pick Up Fees are due that same day, please pay by cash or check (pay to the order of the teacher on duty, NOT the school)
- For emergency, notify the center. If you are not able to pick up your child, please make arrangements for someone in your emergency contact list to pick up the child.
- If you do not contact the center and we are not able to contact you or the emergency contacts, Child Protective Services or the Police will be contacted.

8. Termination of Care:

- **Written One-Month Notice** stating you are withdrawing your child from our program and understand you are responsible for payment of such month. Only formal notice will be accepted. (Please note, failure to pay such month will result in penalty fees which can be \$10dls for each overdue day and reporting failure to pay to a collection agency).
- **The Learning Nest Preschool** reserves the right of immediately terminating the enrollment contract if parents fail to pay tuition, are constantly late paying tuition, have unacceptable behaviors against staff members such as yelling, accusing, threatening, etc. As a business, The Learning Nest Preschool has the right to refuse service to anyone who doesn't follow our policies.

9. Evaluation Process:

- The Learning Nest Preschool reserves the right to request withdrawal of a child who is not able to adjust developmentally, emotionally, or socially.
- If we have concerns related to your child regarding behavioral or developmental issues or the child shows significant difficulty adjusting to the program an evaluation process will take place. Teachers, parents and if needed professional assistance are to be involved in the process.

POLICIES AND PROCEDURES

1. Parents need to provide:

- A rest blanket for naps (Blanket needs to come to center every Monday and goes back home every Friday to be washed). Center provides sheets.
- Inside shoes (such as crocs, sleepers, etc.) to be used while inside. This helps us keep the classroom clean from muddy shoes.
- Baby wipes (1 package) and diapers (if applicable)
- Accurate emergency information (any changes need to be provided immediately)

2. Parent-Teacher Communication:

- Daily communication between parents and teachers is essential, if you have any questions or concerns, please make sure you address this with your child's teacher. Parent-Conferences are scheduled twice during the school year. All our classrooms use an app called MyKidzDay to provide information about the child's day and it's our main source of communication between teachers and parents.

3. Discipline:

- At The Learning Nest Preschool, it is our priority to create a safe environment for the children and to provide appropriate learning experiences. We never punish the child physically, emotionally or use any kind of punishment that may create an unsafe environment for the children in our care, we do not have "time outs". We believe as teachers it is our job to work together and talk to the children whenever there's a problem or a situation. Positive reinforcement of appropriate behavior, offering positive alternatives and redirection.

Expulsion Policy:

The Learning Nest will provide help such as an observation for the child done by Kindering in order to provide assistance and a plan for the child. Parents are required to attend meetings and follow instructions provided by therapist, failure to do this will result in the child getting expelled immediately from care. If a pattern of unacceptable behaviors present serious safety concerns for the child or others The Learning Nest Preschool will communicate in writing to parents about expulsion and reasons why the child is not allowed to return. Examples of unacceptable behaviors include hitting, biting, punching, inappropriate language, injuries towards a teacher, staff member, parent or student enrolled in our program, etc.

4. Philosophies and Learning

- At the Learning Nest Preschool, we combine Reggio Emilia philosophies which allows us to provide a play-based environment for students to grow their social/emotional and problem-solving skills and STEM curriculum which allows us to offer opportunities for students to grow their Technology, Engineering and Mathematical skills.
- The Learning Nest Preschool is a Spanish Immersion Program which allows us to provide a dual language curriculum for students. Spanish is the main language spoken at school, we believe this will benefit our students and support them in their language growth to learn how to speak fluently, read and write in Spanish. Our curriculum offers opportunities for students to grow their language skills in Spanish.
- Students graduating from Pre-K can apply to attend the dual language program offered at the Issaquah School District, our curriculum prepares students for the test and support their journey learning Spanish.

5. Medication:

- If medications are prescribed for your child, she/he must remain at home for at least 24 hours after taking the first dose of medication to avoid any kind of contagion. Children may return to school when they are no longer contagious and are able to participate in all activities.

Washington State Regulations regarding Medication:

- Written parent permission required for any medication to be administered by staff of The Learning Nest Preschool. Upon request, your child's teacher will provide forms for this purpose.
- All medications must be in their original containers, labeled with your child's full name and with clear instructions for use.
- Some over the counter medications can be given to the child by The Learning Nest Preschool staff with written permission from parent.

These medications are:

1. Antihistamines
2. Non aspirin fever reducer/pain reliever
3. Non-narcotic cough suppressant
4. Decongestants
5. Anti-itching ointments/lotions
6. Diaper ointments
7. Sunscreen: Parents should apply sunscreen every day prior to bringing the child to school. If sunscreen needs to be applied by one of the staff members, parents have to fill out a permission form.
8. Any medication that is not listed above or that is not labeled with instructions for use are not allowed
9. We ask parents to give necessary medication to child before bringing her/him to school
 - All medications need to be given to the child's teacher to be properly stored
 - Please don't leave medications on the cubbies, backpacks or lunch bags

6. Illness:

- Call your child's teacher every day that your child will be absent. If you know ahead of time how long your child will be absent you may report it just once.
- Child must be well enough to participate in all activities while in school, including outside play. Please make necessary arrangements for when your child is sick.
- Children who become ill at The Learning Nest Preschool will be taken to the office under supervision of an adult. Parents will be called and asked to come and pick up your child as quickly as possible.

Illnesses for which your child will be sent home but are not limited to:

1. Fever of at least a 100 F under arm
2. Diarrhea/Vomiting
3. Earache
4. Headache
5. Signs of irritability or confusion
6. Sore throat
7. Rash
8. Fatigue that limits participation in activities

PLEASE NOTE: if child gets a fever, vomiting, diarrhea, eye discharge, rash, lice, or any sick appearance on a specific day at 9:00am and he doesn't get the symptom again for the rest of the day he is still NOT allowed to come back to school the next day

- Children must be fever free for at least 24 hours without medications before they can return to school
- Vomiting: on 2 or more occasions within the past 24 hours
- Diarrhea: on 2 or more watery stools within a 24-hour period
- Rash: especially with fever and itching
- Eye discharge or pink eye: until done with antibiotic treatment
- Sick appearance, not feeling well and or/not able to keep up with the program activities
- Open or oozing sores, unless properly covered and 24 hours had passed since starting antibiotic treatment

- Lice or scabies, for head lice children and staff may return to school after treatment has been provided and no nits are in sight. For scabies, return after treatment.
- Any other potentially contagious disease or injury that would expose other children or make it uncomfortable for your child to remain in preschool

**PLEASE REPORT ANY CONTAGIOUS DISEASE TO THE LEARNING NEST
PRESCHOOL STAFF AND DIRECTOR IMMEDIATELY**

7. Immunizations:

- Immunizations must be kept on record and up to date before enrollment. No child with incomplete record will be allowed to attend The Learning Nest Preschool. This includes boosters that may become due during the child's enrollment date. Whenever the records are updated provide a copy to The Learning Nest Preschool. **ALL CHILDREN need to have the MMR vaccine in record to attend The Learning Nest, no personal or philosophical reason will be accepted per law regulations.**

8. Emergency Medical Plan:

All members of The Learning Nest Preschool staff keep First Aid/CPR trainings up to date and they can provide immediate care to the children during a medical emergency.

1. If deemed necessary, an aid car will be immediately called
2. Parents of the injured child will be called immediately
3. The child will be transported to the nearest hospital by aid car
4. If the parent is not available to accompany the child, a staff member will accompany the child
5. The staff member will remain at the hospital until the parent/guardian arrives

9. Clothing:

- Dress your child casually and ready to play, the child may get messy, and paint will be used regularly.

- Children should be dressed appropriately for the weather. We go outside "rain or shine" unless it's pouring.
- Each child must keep at least one extra change of clothes at school.

10. Rest Time:

- All children will be provided with a nap or rest period. Children who do not want to sleep are allowed to stay in a quiet area
- A sheet will be provided by the school
- Parents provide a sleeping mat and blanket labeled with the child's name
- Parents bring sleeping mat and blankets on Monday and take it back home on Friday to get washed

11. Field Trips:

- You will receive at least a 2 weeks' notice for any field trips.
- Notice will include locations of trip, transportation, time and fees
- Staff will supply parents with permission slips.
- Our field trips will take place at a close by location in order to walk to that specific location

*If a child has NO permission slip or you do not wish your child to participate, child should stay at home for the day.

12. Food/Meals:

- Snacks are provided for children at 9:45am, 2:30pm and 4:45pm
- School provides lunch for the child, which meets all the nutritious requirements (Parents are welcome to pack a lunch from home is desired)
Lunch contains:
 1. $\frac{1}{2}$ cup of fruit and $\frac{1}{2}$ cup of vegetables
 2. 2 fruits or 2 vegetables
 3. 1 slice of bread or $\frac{1}{2}$ cup of pasta or $\frac{1}{2}$ cup of grains
 4. Protein (cheese, milk, beans)
- NO instant noodles, McDonald's or fast food allowed
- NO candy, chips, cookies, cake, cupcakes, soda, etc.
- Organic Milk is provided for children by school
- Breakfast will be served until 8:30am every school day. Children who arrive after 8:30am should have had breakfast at home before coming to school

- We are a nut free facility.

13. Birthdays:

- You are welcome to bring treats for your child to share on her/his birthday.
- Communicate in advance with your teacher for better planning
- Do not bring foods with nuts
- All treats must be brought from a store, no home baked goodies
- No candles or balloons allowed
- You may bring uncut fruits and vegetables, or previously cut fruits and vegetables packed and brought from a store

14. Items from home:

- Toys, games, and other personal items are NOT allowed at school, unless your child has been asked by the teacher to bring a special something from home.
- The Learning Nest Preschool has a policy against bringing any kind of toy weapons or real weapons to school grounds. Our priority is keeping the children safe, we will dispose any toy weapon brought into The Learning Nest Preschool. It is important to send the right message to children and have them learn about gun safety and school is not a place for guns or other weapons. All pretend gunplay is extremely discouraged at The Learning Nest Preschool.

15. Sign in/ Sign out:

- State law requires that every child be signed in and signed out of The Learning Nest Preschool by a parent, guardian, or authorized individual.
- Each classroom has a sign in/sign out electronic system
- Please use full signatures when signing in or signing out
- No one under the age of sixteen is allowed to sign in or sign out a child from the center
- Children will not be released to unauthorized people. In order to release a child, we must have written permission from the child's parent or guardian and listing the individual's full name. Anyone other than the parents known to staff will be asked to show a valid photo ID.

16. Parking:

- Parents may park in front of the building and along the fence when bringing the children to and from the center. Please remember to NEVER allow your child to enter or leave the center without adult supervision, and NEVER leave

the child unattended in cars or playground area.

- Parents are NOT allowed to park in the handicap designated parking spot unless they have a permit, parking without a permit will result in towing of your car at the parent's own expense.

17. Parent Visits:

- Parents are welcome to visit the center anytime, we especially enjoy having parents volunteer during school hours for reading, talents, celebrations, etc. If you have a special interest and you would like to share it with the children and staff or would like to participate in one of our activities, please contact the teacher or the director. For volunteering The Learning Nest is required by law to run a background check and obtain a Negative TB Test.

18. Restraining Orders:

- If you currently have a legal restraining order to prevent someone to pick up your child/children, please provide us a copy of the court order. It would be helpful to also have a written history of the situation and a picture of the person listed in the restraining order. The restraining order should list The Learning Nest as a site where contact should not be made between your child/children and the individual listed on the restraining order. The information you give us will only be shared with the staff of The Learning Nest Preschool and local police, which may be called in case of an emergency situation.

19. Reporting Child Abuse:

- If child abuse, neglect, or child exploitation is suspected by a staff member, it's mandatory by the Washington State that the suspicion is reported to Child Protective Services immediately. The Learning Nest Preschool care about health and safety of the children in our care and it is our intention to assist families in maintaining a positive, safe and healthy environment for their children.

20. Evacuation Procedures:

- In case of an emergency evacuation, children will be taken outside to the far corner of the playground. If we need to leave the area, a notice will be left at the playground gate and/or at the main door of the building.

21. Emergency Phone/Parent Location:

- We must be able to reach you in case of an emergency or if your child needs you. Please be sure to keep a staff member informed with both your phone number and location.
- Listen to your radio or TV, or log on to school website for any possible school closures
- Call Fatima Cazares: 425-837-2253 (school cell phone); Emergency contact: Marisa Santos: 425-837-2253
- If road conditions are hazardous and you arrive to the center to find that no one has arrived yet to open the school, please wait a few minutes to allow staff to arrive.
- We follow the Issaquah School District calendar as well as school closures due to bad weather or any other emergency situations.

22. School Closure Days:

- Labor Day
- Thanksgiving Holiday
- Winter Holiday (2 weeks)
- Martin Luther King Jr Day
- Memorial Day
- Juneteenth
- President's Day
- 4th of July