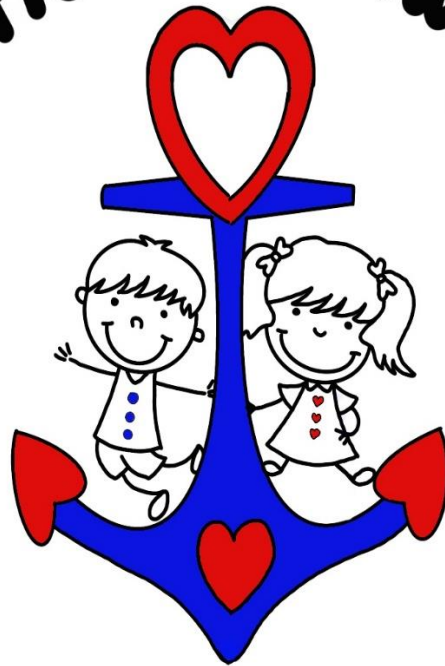


Anchors Away



Pre-K

Parent Handbook

@AnchorsawayprekAnacortes



Anchors Away Pre-K



BrightWheel QR Code



Welcome to Anchors Away Pre-K!

We are thrilled to be part of your child's early learning journey. This handbook is designed to provide you with essential information about our school's policies and practices.

Contact Information:

Please save this information for quick reference:

We are located inside Whitney Early Learning Center.

Address: 1200 M Avenue, Anacortes, WA 98221

Rabecah Morris: Owner and Director

Phone: 541-788-1447 **Email:** anchorsawayprek@gmail.com

Brightwheel:

Brightwheel is a comprehensive preschool management software that integrates billing, payments, real-time communication, and classroom management. Every parent is required to have this application on their phone. For direct communication with your child's teacher and for all updates, please use our Brightwheel App.

For more information about Brightwheel, please visit [Brightwheel Features](#).

Program Expectations

- Provide a safe, secure environment for your child to grow, laugh, and learn.
- Help your child become Kindergarten-ready according to state guidelines.
- Provide a "Learn through play" experience that children thrive in.
- Teach with the belief that ALL children are a gift.
- Integrate students from all backgrounds and learning styles, fostering self and social growth.

Parent Expectations

- Walk your child to their classroom each day.
- Pick up your child at the fence off L Avenue.
- Do not allow your child on the playground unattended.
- Do not block the BUS LOADING ZONE on L Avenue.
- If your child wears a diaper/pull-up, please bring them clean and dry, along with additional items in their backpack.
- Ensure your child wears well-fitting shoes suitable for our playground.
- Wash your child's hands in their classroom before class each day.
- Provide a nutritious breakfast/lunch for your child to start their day.
- Ensure your child is well-rested before school for better learning and happiness

- Empower your child with basic self-help skills:
- Toileting – Wiping, flushing, and hand washing on their own.
- Dressing – Allow them to practice on their own.
- Putting on their jacket/coat (we use the Coat Trick).
- Locating and hanging up their backpack/coat each day.
- Dress your child in clothing with manageable fasteners.

Please encourage your child with love and interest in their school activities. If there are concerns, speak with the teacher rather than applying pressure to your child. We are here to support YOU in your child's academic, social, and emotional growth.

Hours and Sign-In:

- All Pre-K students must be signed in via Brightwheel daily. The QR code is posted outside your child's classroom door.
- Doors open at 8:55 AM. Early entry is not permitted.
- AM children must be picked up at 11:30 AM. Late pick-ups will incur a \$10 charge added to the following month's tuition.
- PM admittance is at 12:10 PM. Late pick-ups will incur a \$10 charge after 3:20 PM.
- Additional adults for pick-up can be added directly to your child's Brightwheel account. If an adult is not listed or we cannot reach you, the child will not be released. Playdate arrangements must be communicated by the parent.

School Schedule:

We hold classes Monday through Thursday. Fridays may be used occasionally as make-up days. The teacher has four built-in, non-make-up school days for illness and three built-in days for training. We strive to avoid any lost classroom time.

Weather Delays:

We will follow the ASD policy in adverse weather conditions including snow, flooding, power outages or unexpected emergencies. We will keep you informed via Brightwheel during these circumstances for closure or delays. Scheduled make-up days are already accounted for on the ASD/AAP student calendar.

School Hours: Monday-Thursday 9:00 AM - 3:15 PM

Office Hours: Monday-Thursday 9:00 AM - 3:30 PM

Please note: All staff will be teaching during class hours. If you need to speak with a teacher, please let us know, and we will arrange a suitable time.

Partnership with Anacortes School District:

We are honored to collaborate with the ASD and Lora Billow's team at Whitney ELC. Our classes integrate students from the Developmental Pre-K program, fostering a diverse and inclusive learning environment. We look forward to seeing all our students learn and grow together.

Health Issues:

Please keep your child at home if they exhibit any of the following symptoms:

- Fever
- Green or yellow nasal discharge
- Red, irritated eyes with discharge (possible pinkeye)
- Diarrhea or vomiting
- Unexplained skin rash or open sores
- Flu-like symptoms
- COVID-19 symptoms
- Persistent cough

Medications required during school hours must be administered by the parent or guardian.

If your child has a known health issue, please inform us and provide a treatment plan.

Note: We will adhere to all state and Federal CDC recommendations.

We will call you if:

- We notice any of the above symptoms during the day.
- Your child is injured and requires immediate medical attention.
- In severe cases, 911 will be called first, followed by a call to the parent. Minor injuries will be treated by the teacher.

REMINDER: When children come to school sick, it increases the risk of illness spreading to other students and teachers. If teachers get sick, this can lead to school cancellations. To minimize disruptions, Anchors Away will strive to avoid closing classrooms or canceling school days due to illness. However, if a classroom or the school must be closed, we will not make up the missed days, and no refunds will be provided.

School Supplies:

- 2 containers of CLOROX brand bleach wipes
- 2 packages of baby wipes (Huggies, Pampers, or Costco brand)
- 1 full-size backpack
- 1 labeled water bottle (water only)

- 1 box of Kleenex tissues
- 1 box of Gallon Ziploc bags (boys Only)
- 1 box of Sandwich size Ziploc bags (girls only)
- 1 4x6 family photo for the classroom (no frames please)

Photos can be emailed to Anchorsawayprek@gmail.com with your child's name in the subject line.

If you would like to purchase items off of our Amazon wish list, the link is below.

https://www.amazon.com/hz/wishlist/ls/1ZBDFM2DVOOX7?ref=wl_share

We may request recyclable materials or needed classroom supplies periodically.

Sharing:

Each child will have the opportunity to bring an item from home to share with the class. Their name will be listed on a class day on their take-home calendar. The share bag will be sent home the day before their sharing day. The item must fit inside the bag, and no weapons are allowed. If your child will miss their share day, they can bring their sharing on the next scheduled class day.

Note: The share bag will include a theme or item idea (e.g., shape, color, animal)

Snack Time:

Parents will provide snacks in one-week increments. Your child's name will be listed on the monthly take-home calendar. Snacks for the entire week should be brought on Monday.

Suggestions for snacks include:

- Fruits/veggies (apples, oranges, bananas, grapes, carrots, peppers, cucumbers)
- Crackers (goldfish, graham crackers, pretzels, cheerios, pirates' booty)
- Dairy (cheddar cheese, string cheese, baby bell)

We serve small snacks, so children have an appetite for lunch/dinner at home. Please notify us of any food allergies so we can ensure a safe classroom environment.

Birthday Parties at School:

To respect all students, invitations should not be distributed at school unless every student is invited. If only select children are invited, distribute invitations privately or by mail. If you'd like to bring a treat for your child's birthday, please coordinate with the teacher. Celebrations are encouraged as the children love them!

Student Evaluations:

Spring conferences will be held for 4-year-old classes or those heading to kindergarten. These conferences will focus on your child's Kindergarten readiness and provide strategies for a successful transition. A Sign-Up Genius will be sent out via Brightwheel for scheduling a convenient conference time.

Discipline:

We believe all children can function well socially and emotionally in a classroom setting. Boundaries are set and maintained, and children are expected to follow the teacher's directions. We use the "SPOT Your Emotions" program to help children identify their feelings and make positive choices. If necessary, children may have "think time" with a teacher to resolve issues. Any significant incidents will be discussed with parents at pick-up. Teachers will never use corporal punishment.

Communication:

We will keep you informed about school events through our monthly newsletter, Brightwheel, and your child's take-home calendar. Check your child's cubby or backpack for information. You can also find updates on our Facebook and Instagram pages. Feel free to talk with teachers about any questions or concerns. We aim to make your family's experience at Anchors Away positive and enriching. We look forward to partnering with you in your child's education.

With SO much excitement,
Anchors Away Pre-K Staff and Board

Checklist of Needed Paperwork:

All documents are available in digital and print form.

- Registration Form
- Emergency Contact Form
- Financial Agreement Form (NOT for ASD students)
- Application for Scholarship (NOT for ASD students)
- Media Opt-Out Form (only if you DO NOT want their pictures posted)
- Contact Share Form (only if you DO NOT want your contact info shared)
- Parent Handbook Acknowledgment Form

Checklist of School Supplies:

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