



# The Farmhouse School

## Parent/guardian Handbook and School Policies

Please also refer to our Pandemic Policies and Procedures Handbook as some of the information listed below may not be applicable in light of the ongoing Pandemic. As of September 2020, some of the policies and procedures laid out in the aforementioned document will override the information here. A pandemic is often a constantly evolving situation, so our Pandemic Policies and Procedures may change or become more relaxed as Governing officials release new directives. We will communicate often with our families as changes are made.

### ***Family Participation***

At The Farmhouse School, we value our families an integral part of our community. We welcome parent/guardians to take part in their child's education by volunteering in the classroom. Volunteer time can be coordinated with your child's teacher. Before any adult family member volunteers or attends a field trip, they will need to pass the Washington State Patrol Background Check. The fee for each Washington State Background Check will be paid by the student's family. A background check is not necessary for making your child comfortable during drop-off and pick-up.

We welcome and encourage you to participate in whatever capacity is most comfortable to you, whether that be reading books with the children or organizing a special project. You are welcome to volunteer but you are not required to.

### ***Parent/guardian Substitute Positions***

We will occasionally reach out to parent/guardians to offer opportunities to act as a substitute teacher if one of our educators is sick or cannot make it into the school. The Farmhouse School offers tuition credits to parent/guardians who wish to substitute teach in the classroom. This is different from volunteering in that you will be asked to preform the same duties our teachers preform. We offer an opportunity to be added to our substitute list at the beginning of the year and will require a Washington State Background Check paid by the students' family.

### ***School Year Calendar and School Closures***

The Farmhouse School follows the Issaquah School District (ISD) calendar for school closures due to holidays and school breaks with the exception of Teacher Work Days. Each class at The Farmhouse School may also be closed for two days during the school year for staff professional development in addition to Teacher Work Days. There is no tuition credit allows for these days.

The Farmhouse School has allotted the following days for Teacher Work Days for the 2021-2022 school year:

October 29<sup>th</sup>, February 28<sup>th</sup> and May 25<sup>th</sup>.

The 2021-2022 school calendar can be found on our website at [www.thefarmhouseschool.org](http://www.thefarmhouseschool.org)

Important dates that arise throughout the year (photo day, registration due date, etc.,) will be shared with our families via email.

The Farmhouse School follows the ISD policy for school closure due to power outages, severe weather, or disaster. If ISD has called for a delay, our morning classes will be cancelled. If ISD is closed then The Farmhouse School is closed. There is no tuition credit allowed for these days.

If the school is closed due to an emergency or weather situation and class misses more than three class sessions, make up hours will be added to the schedule for that class. We will make up additional closures by providing virtual learning opportunities.

If your child misses school due to illness or vacation there will be no tuition credit allowed for these days.

### ***Tuition Policy***

The Farmhouse School tuition is a yearly tuition. Tuition for all classes is payable in 10 installments, September through June. You are also welcome to pay for the full year up front or in three- or six-month increments. We do not prorate tuition payments based on calendar days.

The Farmhouse School tuition is due on the first of each month. There is a seven (7) day grace period. A service charge of \$50 will be billed to your account for tuition payments received after the grace period each month. Payments more than two weeks late are subject to a \$100 service charge. Dishonored checks will be assessed for an additional fee of \$50. After two (2) dishonored checks, tuition will be accepted on a cash basis only. At its own discretion, The Farmhouse School will reserve the right to terminate enrollment for nonpayment of tuition.

Tuition for the 2021-2022 school year is as follows:

The 3's Class- \$3,500 a year, or ten monthly payments of \$350.

The 4's Class- \$4,800 a year, or ten monthly payments of \$480.

The 5's Class- \$5,700 a year, or ten monthly payments of \$570.

A \$135 non-refundable registration fee is due upon submission of a registration application, typically due in January.

### ***Late Arrival and Pick-Up***

We encourage our families to arrive to school on time. However, we are understanding of and are flexible with families who need to arrive late. Our doors will be locked fifteen (15) minutes after our set arrival time. You may need to knock to alert a teacher that you have arrived and to be admitted into the school.

The Farmhouse School reserves the right to charge \$5 a minute for families who are chronically late in picking up their child. We will give a family written notice before we implement our late fee charge. If a family continues to pick up their child late it is The Farmhouse Schools right to terminate enrollment.

### ***Toys or other Items from Home***

Children are welcome to bring toys from home as long as both parent/guardian and child understand the following:

- If an item or toy is brought to school it might get ruined, lost or broken.
- The item or toy can be shared with the students in class.

- If the item is your child's security blanket or is a special comfort item then they will not be required to share it.

Please remember that teachers will not keep track of the item or toy and The Farmhouse School is not responsible for any item or toys from home that get lost, broken or taken. The Farmhouse School reserves all right to remove an item or toy brought from home from the classroom.

### ***Items your Child is Required to Bring to School Each Day***

Each child is required to come with the following items **each day**:

- **A backpack**

Your child's backpack must meet the following requirements:

No larger than 16 inches in height and no smaller than 14 inches in height. (Examples include the L.L. Bean Junior backpack and the Lands' End size small backpack.)

We often take walks and picnic lunches away from school and ask your child to carry their lunch and water bottle with them on our walks. These size requirements insure a comfortable fit for our walks.

- **A full, leak-proof water bottle that will fit inside or in the side pocket of their backpack.**

- **A rain suit packed in your child's backpack**

We go outside rain or shine and spend considerable amounts of time outdoors. A rainsuit over warm layers insures your child will stay dry and comfortable in the rain and mud.

We will help the children to get dressed in their rain gear each day before heading outside.

- **Insulated rainboots (in the wet, cold months)**

We require your child to come to school each day in their rainboots and they will wear them home at the end of the day.

### ***Illness***

To help keep our school community healthy, we ask that you keep your child home from school if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Productive cough
- Sore throat
- Eyes that are pink, itchy or burning, or producing a discharge
- Diarrhea
- Vomiting
- Fever
- Rash with a fever

- Lice or nits
- Open or oozing sores

If any of these symptoms are exhibited in your child at school, they have a sick appearance, or are generally lethargic and unable to participate in the classroom activities you will be called and asked to pick them up immediately.

If your child has a chronic condition such as continual nasal discharge, you will be required to submit a doctor's note stating that your child is not contagious before they may return to school.

The Farmhouse Schools policy is that no student shall return to school until they have been symptom free for 24 hours. This will help limit the spread of colds, flu and other contagious diseases. Open sores need to be covered and treated by antibiotics for 24 hours before the child can return to school.

### ***Allergies***

We are nut free school. We also have children with severe allergies to gluten and dairy. While we will allow these allergens in our school, we will take extreme caution in making sure these allergens are controlled. Please do not eat on our playground after school hours or in between classes and be careful not to drop food in or around our school.

All children and adults entering our school will be asked to thoroughly wash their hands upon arrival to avoid allergen transmission within our premises. This includes siblings.

All additional food offered at the school will be closely examined for allergens and cleared by the allergic students' parents/guardians.

### ***Potty Training***

The Farmhouse School understands that potty training is a process and does not require students to be fully potty trained. The staff will work with families and children as they work toward their potty-training goals. If a child does have an accident, they will be encouraged to change themselves with adult encouragement and support. If students are unable to care for themselves the parent may be called to assist their child.

### ***Enrollment***

The Farmhouse School does not discriminate against any student on the basis of race, color, national or ethnic origin, religion, ability or family makeup. We enroll students based on age, gender and other factors so that each class will be balanced. The Farmhouse School reserves the right to change our enrollment policy at any time.

While enrolling for the following year, we offer priority to returning families, sibling and alumni.

### ***Wait Pool Policy***

Once our classes are full for the year, we will create a wait pool. Should a spot open up for your child, we will reach out to offer all applicable children and their families an opportunity to attend an observational tour and submit an enrollment application. If you are offered a spot, you will have five (5) business days to return your registration paperwork and \$135 non-refundable registration fee.

We do not offer spots on a first come, first serve basis.

### ***Tour and Registration***

We offer a “rolling enrollment,” which means we offer tours throughout the year. We will publish a tour sign-up on our website and will invite children and their families to take an observational tour and submit an enrollment application for the following school year. We will notify all applicants of their enrollment status in early March.

### ***Termination of Enrollment***

Due to unforeseen circumstances a family may withdraw enrollment during the school year by giving one month written notice to The Farmhouse School. In addition, you will be liable for an early termination fee equal to one month’s tuition. Unused tuition for days paid past the one-month notice will be refunded.

The Farmhouse School reserves the right to terminate the enrollment of a student under the following conditions:

- Child or adult behavior that causes immediate harm to students or staff.
- Child or adult behavior that cannot be resolved.
- Parents/guardians who do not support the philosophy or approach of The Farmhouse School.
- Parents/Guardians who interfere negatively with other families or their own child's experience at school.
- The inability of parents/guardians or students to respect staff, children and other adults.
- The inability of parents/guardians or students to follow the policies of The Farmhouse School.
- Picking children up late on a regular basis.
- Frequent late tuition payments.

Prior to considering termination of enrollment, we will discuss our concerns and put them into writing. We will give you an opportunity to change the behaviors in question or remedy the situation. However, The Farmhouse School reserves the right to terminate your enrollment without notice. Unused tuition will be refunded.

### ***Dress Code***

We ask that you bring your child to school in comfortable fitting clothing which can get dirty and stained. The Farmhouse School is not responsible for clothing that gets stained during class time or outdoor play. We require you to provide waterproof, insulated boots to be worn to school each day during the cold, rainy months. We also require a rainsuit to be packed with your child each day. Please check throughout the school year to make sure they fit properly. Other footwear should be closed toed, have an enclosed heel or heel strap, and suited for active outdoor play. No flip flops please.

### ***Immunization***

Parents/guardians are to fill out a Washington State Certificate of Immunization Status for the enrolled child each year that their child attends The Farmhouse School. At the Farmhouse School, we believe students have the right to attend school without threat of exposure to certain vaccine-preventable

diseases. To attend school, students are required to submit a completed Certificate of Immunization Status, or Certificate of Exemption, that demonstrated a compliant immunization status to state law. For further information, Refer to WAC 246-105-030.

In May 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and child care entry.

- The bill took effect July 28, 2019 and applies to public and private schools and child cares. The law removes the option for a personal/philosophical exemption to the MMR vaccine requirement for schools and child cares. This law does not change religious and medical exemption laws.

Students not fully immunized, or students attending school under conditional status who fail to make satisfactory progress, must be excluded from school.

### ***Birthdays***

We celebrate birthdays with a small ceremony during class. The children take part in creating a keepsake for the birthday child to take home. If your child would like to the gift of a book to donate to the school, we will read their gifted book during group time.

Children with summer birthdays are invited to celebrate their half-birthday at school.

We ask that you do not bring in treats to share.

### ***Invitations***

Cubbies are to be used for school purposes only. Please do not distribute party invitations at school.

### ***Snack/lunch***

Parents/guardians are required to pack a snack for their child to eat at school each day. If items in your child's snack are perishable, they should be packed into a small, insulated lunchbox to keep food fresh. Your child's lunch box must fit into their backpack.

Each family with a child enrolled in our Wednesday morning class (4's) will be responsible for sending a healthy lunch with their child on Wednesdays.

### ***Photo Policy***

We ask that parents/guardians or other family members do not take photos or videos of their child at school, unless there is a special event. Please be aware that some parents have requested that photos and videos of their child not be taken.

### ***Playground Use***

Currently enrolled families are permitted to use the Farmhouse School playground after school hours if they have signed our Release of Liability form and adhere to the following rules:

- Only currently enrolled families may use the playground. No guests please.
- Lock the gate after use.

- Clean up after yourself and your children, including putting away toys and packing your trash.
- Standing projects or construction on the playground should not be disturbed. Often times our students create or build things on the playground they hope to work on in the following days.
- Sand stays in the sandbox and woodchips stay where they are
- No digging outside the sandbox
- Do not open up or use any closed materials (i.e. the tool bench, art supplies, closed containers of materials)
- Do not enter the garden
- No not pick flowers, leaves or plants
- Do not eat on our playground. Food left behind poses a risk to children with allergies and attracts animals.

The Farmhouse School reserves the right to revoke access to the playground at any time.

**The Policies in the Parent Handbook are subject to change by The Farmhouse School at any time. Each parent/Guardian is required to sign a contract stating they have read and agree to all policies here within prior to their child's first day of school.**

