



St. Luke 3yr Old (P3) & 4yr Old (P4) Preschool Programs

*Parent Policy Handbook
2023 -2024*



OUR MISSION

“Through inquiry and reflection, we educate globally-minded citizens who live the love of Jesus. We are inquiring minds, hearts for Jesus, and hands for service.”

Welcome! We are so glad you have joined us.

P3 Lead Teacher: Mary Halvorson mhalvorson@stlukeshoreline.org

P3 Lead Teacher: Cindy Lutovsky clutovsky@stlukeshoreline.org

P4 Lead Teacher: Amanda King aking@stlukeshoreline.org

P4 Lead Teacher: Laura Sanders lsanders@stlukeshoreline.org

Preschool Director: Martha DeSapio mdesapio@stlukeshoreline.org

Primary Years Program Coordinator: Meaghan Roach mroach@stlukeshoreline.org

Principal: Rick Boyle boyle@stlukeshoreline.org

Please read through this policy handbook for valuable information regarding your child's school. Since both the P4 and P3 preschool rooms are state-licensed programs, The Washington State Department of Children, Youth, and Families (DCYF) and St. Luke Preschool require all forms to be fully completed and turned in, before we can take your child into care. **All forms (including Parent Policy Form) are electronically signed via the Parent Portal (School Admin).**

St. Luke Preschool Philosophy

Our goal is to assist children in discovering who they are through guided instruction and play. We will provide an environment that fosters self-esteem, builds confidence, and teaches respect for self and others.

Our classroom will be a caring, loving, and safe environment for your child, offering opportunities to solve problems, make good choices, build confidence, become higher-level thinkers, and begin their journey as lifelong learners.

We believe in developing a strong rapport with our parents through open communication and mutual respect. Together we will begin to build a successful foundation for the school years ahead for your child by building long-lasting relationships among their peers and their teachers.

St. Luke School Mission

Through inquiry and reflection, we educate globally-minded citizens who live the love of Jesus. We are inquiring minds, hearts for Jesus, and hands for service.

St. Luke School Vision

Saint Luke School is a community rooted in the Catholic faith and committed to innovative teaching practices. We educate the whole child to live a life filled with faith and purpose, which opens a path to inner peace and respect for others. We honor the unique gifts of each student and nurture thoughtful, independent learners who ask questions and solve problems to create a better world.

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Attendance:

Children must be signed in and signed out by an authorized person daily. Full signature and time must be noted each morning and afternoon. You take the responsibility for your child being in the custody of the individuals you have listed on the “St. Luke School Student Emergency and Health Form.” This includes any minors you have authorized to pick up your child.

Children will only be released to those on the “St. Luke School Student Emergency and Health Form.” You may add additional people authorized to pick up your child at any time during the year. **We cannot legally release a child to an unauthorized individual.**

School doors open at 8:20 am. **Please do not arrive before this time.**

School begins at 8:30 am, please arrive between 8:20 am - 8:30 am. Parents should call or email before 8:30am if their child will be arriving late or will not be attending that day. Please call 206-542-1133 or email attendance@stlukeshoreline.org as well as your child’s Lead Teacher.

The P3 Morning Preschool Program runs from 8:30 am-11:30 am Monday through Friday, with the option to attend 2 (T, TH), 3 (M, W, F), or 5 days per week (please see the St. Luke calendar for early release and non-school days). Any guardian arriving later than 11:40 am is subject to a late fee of \$5 for the first five minutes after 11:40 am and then \$5 for every minute after 11:45 am.

The P3 Full Day Preschool Program runs from 8:30 am-3:00 pm on Monday, Wednesday, Thursday, and Friday and from 8:30 am-2:00 pm on Tuesday (please see the St. Luke calendar for all other early release and non-school days). Any parent arriving ten minutes late is subject to a late fee of \$5 for the first five minutes after 2:10 pm / 3:10 pm and then \$5 for every minute after 2:15 pm / 3:15 pm.

The P4 Morning Preschool Program runs from 8:30 am-11:30 am Monday through Friday (please see the St. Luke calendar for early release and non-school days). The P4 Morning Program dismisses at 11:30 am. Any guardian arriving later than 11:40 am is subject to a late fee of \$5 for the first five minutes after 11:40 am and then \$5 for every minute after 11:45 am.

The P4 Full Day Preschool Program runs from 8:30 am-3:00 pm on Monday, Wednesday, Thursday, Friday and from 8:30 am-2:00 pm on Tuesday (please see the St. Luke calendar for all other early release and non-school days). Any parent arriving ten minutes late is subject to a late fee of \$5 for the first five minutes after 2:10 pm / 3:10 pm and then \$5 for every minute after 2:15 pm / 3:15 pm.

The P3 and P4 Preschool Programs follow the St. Luke calendar for all early release and non-school days.

******LATE START** If St. Luke has a late start then there will be **no P3 or P4 Morning Preschool Program**. The Full Day Preschool Programs will begin at the same start time as St. Luke School.



After School Care - Preschool Extension Program:

The Preschool After School Care (Extension) Program begins at the end of the school day and runs until 6 pm. *The child must be pre-registered for this program and is only available to those enrolled in the P3 or P4 Full Day Preschool Program.* After school care ends promptly at 6 pm. Parents who have not picked up their children by 6:00 pm will be charged \$5 for the first five minutes after 6:00 pm and \$5 per minute thereafter.

There is no After School Care the day St. Luke releases for Christmas and Easter break, as well as, on the last day of school. If school is closed After School Care is closed.

Please note: **In the event of inclement weather**, stay tuned to receive an update via St Luke's alerting system. If early dismissal is due to inclement weather there will be no After School Care. Children will never be left unattended, but also for the safety of our staff and their families please make every effort to pick up your child(ren) early.



Behavior Management:

We have a few guidelines when dealing with behavior management:

We use indirect guidance techniques:

- Advance notice: "There are 5 more minutes of play before cleanup."
- Choices: "You may play with this group or sit quietly and look at a book."
- Routine: We always wash our hands before snack and lunch etc.
- Consistency: We try to do the same things every day so children know what to expect.

We use direct guidance techniques:

- Positive statement: "Please use your walking feet indoors" instead of "DON'T RUN."
- Talk at eye level: To get the child's attention we get down to their eye level and make eye contact.
- Try to be fair: We make sure our expectations are age appropriate.
- We avoid arguments by following through with solutions that address the problem and offer the child a way to solve the issue.

Some classrooms use a classroom reward system for following directions, making positive choices, going above and beyond what is asked of them, demonstrating the IB Learner Attributes, etc.

If a child is unable to demonstrate self-controlling behavior, a brief time-out may result. Time out occurs only when other measures fail and is used as an opportunity for the child to regain self-control, not as a punishment.

By law, and by program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling, or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we will need to contact a parent. A child requiring one-to-one attention may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of attendance.

Examples of repeated uncontrollable behavior are: biting, hitting that leaves a mark, or repetitive hurtful behavior towards another child.



Child Abuse:

By law, we are required to report suspected child abuse, neglect or exploitation to Child Protective Services (CPS) or local law enforcement immediately.



Clothing:

Proper uniform is to be worn at all times except on non-uniform days (see St. Luke School calendar). On non-uniform days please wear appropriate attire.

No sandals or flip-flops are allowed. Rain boots are allowed to and from school, however, please pack another pair of shoes for inside the classroom.

Please send your child to school with shoes that they are able to put on and take off independently. Please avoid shoes with laces if your child is not able to tie their own shoes since we strive for independence for all our students. Velcro shoes are easiest for children to put on independently.

All students in P4 need a separate pair of soft-soled shoes for PE to be left at school.

WEATHER: Dress for the weather. We go outside every day regardless of weather and temperature so please send your child to school with proper outdoor clothing.

As the weather becomes colder, please practice with your child how to put on and zip up their coats and put on mittens. We strive for independence in everything we do in our class.

Please make sure your child's coat and any non-uniform clothes have no drawstrings in the hoods.



Communicable Disease Reporting:

Licensed facilities are required to report communicable diseases to their local health department. For a complete list of reportable diseases please refer to the handout included in this packet.



Conferences:

We will hold conferences in the fall and spring. During conferences, we will look at collected work, review progress, and discuss readiness and how to prepare your child for the transition to the next grade level. If you would like to set up a conference beyond the regularly scheduled school conferences, please email the lead teacher so one can be set up.



COVID-19:

We follow the King County Department of Health Guidelines regarding COVID-19 safety procedures.



Cultural Awareness:

We welcome the learning of all cultures and traditions. Children thrive when they have the opportunity to learn about how others live. If you or someone in your family has experience to bolster our teaching on tradition, cultures, holidays, or about our role as global citizens, please contact us as we would love to make time for a classroom visit.



Disaster Plan:

We will practice fire drills monthly and at least one lockdown drill and one earthquake drill during the school year. In the event of an actual emergency, we will follow St. Luke School procedures. During fire drills, the lead teacher and aide will lead the students out of the building promptly and silently and line up on our identified line. We will stay there until advised it is safe to enter the school. During lockdown drills, we will follow instructions directed to the lead teacher and aide via intercom or email. We will remain in our classroom with blinds closed, lights off, and remain quiet until we are advised it is safe to resume. During earthquake drills, we will drop and get under a table holding onto a table leg to ensure the table stays put and remain there until the shaking has stopped.

During all drills and actual emergencies the teacher and aide will have an emergency backpack with them that contains a first aid kit, emergency contact information for your child so we may contact you, and attendance will be taken within our class and submitted to the school principal for a full school count. Our school alerting system will alert you of drills and/or actual emergencies when appropriate.



Field Trips:

There are no offsite field trips in preschool. We will have field trips within the school to see an assembly, attend church, or do an arts/crafts activity with older students. Ideally, we bring special guests into our classrooms to supplement and support the inquiry into IB unit concepts or content. We will be asking for guest speakers as we move through the school year.



First Aid:

When children are in our care, staff members with current training in CPR and first aid are with each group. Our first aid kits are inaccessible to children and located in a cabinet behind the teacher's desk and in our Grab and Go backpack.



Forms:

The Washington State Department of Children, Youth, and Families (DCYF) and St. Luke Preschool require all forms to be fully completed and turned in, before we can take your child into care. **All forms are submitted electronically via the Parent Portal (School Admin).**

Acknowledgment of Parent Policy Handbook

St. Luke School Application for Admission Form

St. Luke School Contract & Fees

School Fee Slip

St. Luke School Preschool Registration Form for 3yr Old & 4yr Old Preschool Programs

Certificate of Immunization Status (CIS) *(must be on the Washington State form)*

St. Luke School Student Emergency and Health Form

All About Me Form

Media Consent Form

Home Language Survey

Nonprescription Medication Form (optional)

Health Care Provider's Allergy / Intolerance Report (if applicable)

Tooth-brushing Opt Out form



Immunizations:

To protect all children in our care, our staff, and to meet state health requirements, we only accept children fully immunized for their age*. We keep your child's Certificate of Immunization Status (CIS) on file to show the Washington State Department of Children, Youth, and Families (DCYF) that we are in compliance with licensing standards. Your child's Certificate of Immunization (CIS) card must be turned in prior to school starting.

*Children may attend school without an immunization:

- When a health care provider signs the back of the CIS form stating that the child is medically exempted.

Children who are not immunized will not be accepted for care during an outbreak of diseases that can be prevented by immunization. This is for the unimmunized child's protection and to reduce the spread of the disease. Examples are measles or mumps outbreaks.



International Baccalaureate (IB) Primary Years Programme (PYP):

St Luke School is an authorized International Baccalaureate (IB) World School; preschool is in the Primary Years Programme (PYP). The IB Primary Years Programme (PYP) offered at over 900 authorized schools worldwide, is a guided inquiry-based teaching method that centers on student questions. For the PYP in the early years (3-6 years old) the PYP transdisciplinary framework offers young students authentic opportunities to focus on key developmental abilities. The learning community values the early years as a time in which play is the primary driver for inquiry. Play involves choice, promotes agency, and provides opportunities to inquire into important concepts and personal interests. Play, relationships, learning spaces, symbolic exploration, and expression are all central to learning in the early years.



Meals and Snacks

Each snack your child eats at school must include at least two of the following four components:

- A milk product (such as milk, cottage cheese, yogurt, cheese)
- A meat or meat alternative (such as meat, legumes, beans, egg)
- A grain product (such as cereal, bagel, rice cake or bread)
- Fruit or vegetable

Also, each snack or meal must include a liquid to drink. The drink could be water or one of the required components such as milk, fruit or vegetable juice.

ALL P3 & P4 Morning Preschool students:

Please supply a daily morning snack for your child that fulfills the requirements listed above.

P3 and P4 Full Day Preschool and P3 and P4 After School Care Program students:

Please send in a:

- Morning snack (*clearly labeled with student's name*)
- Lunch (*clearly labeled with student's name*)
- An afternoon snack for your child (*clearly labeled with student's name*)
- After school snack for your child (*for those staying for the After School Care Program, label with student's name*)

Please be sure your child's lunch box is clearly labeled on the outside with their name. Be sure to provide a balanced meal (protein, fruit, and vegetable).

Food brought from home for your child's lunch and snack(s) must meet USDA food guidelines found here: <http://health.gov/dietaryguidelines/2015/guidelines/chapter-1/a-closer-look-inside-healthy-eating-patterns/>.

There is the option of buying hot lunch through St. Luke's hot lunch program. Information can be found on the St. Luke website. You may also order milk through the St. Luke Milk Program, via the electronic Parent Portal (School Admin).

Birthday treats: You may bring in birthday treats. **All food brought to the classroom must be store-bought and prepackaged in the original manufacturer's containers.** Healthy snacks are strongly encouraged. Non-edible birthday treats are also a preferred option.



Media:

Preschool students occasionally see a show or video clip that is related to what the class is learning. All shows viewed are educational, developmentally and age-appropriate, nonviolent, and culturally sensitive. Shows and video clips should be interactive for students and staff members. Screen time is at most 30 minutes per day (full-day program) and 15 minutes per day (half-day program).



Medical Emergencies:

If your child has a medical emergency at school, depending on the severity, we will contact you and 911. An injury report form will be filled out for your review and signature and will then be filed in your child's folder. We ask that you give us any updates to your child's condition as soon as possible like: Did you take your child to the doctor and what the result of that visit was, or did your child not need to go to the doctor because s/he felt better, etc.



Medication:

If you have the option please opt for medication to be given once or twice daily so it may be given at home by a parent. Young children are often more comfortable taking medicine from mom and dad or their guardian.

Prior to administering prescription medication, please have your child's doctor fill out the 'Medication Authorization Form' found on the Parent Portal. We must have written permission and instructions for each medication. Medicine must be in its original container with the child's name with clearly labeled instructions.

Prior to administering non-prescription medication, please fill out the 'Non-Prescription Medication Form'.

Non-prescription medications include lotion, chapstick, cough drops, sunscreen and/or hand soap.

Non-prescription medications will be administered with parental permission according to the manufacturer's instructions unless written instructions are from a licensed physician on their letterhead. Parents must fill out a separate permission form for each medicine.

All medication brought in must correctly match what is on the 'Medication Authorization Form' filled out by your doctor or the 'Non-Prescription Medication Form' filled out by you. For example, if the form says Benadryl, you must bring in a bottle of Benadryl brand medicine, not the generic version of the same medication, or if the form says 'Safeway Generic' the medication must be 'Safeway Generic'.

If your child is uncooperative when receiving medication from us we may ask you to come in and show us how you give the medication, ask you to come in and give the medication to your child, and/or discuss other possibilities to give the medication so your child is not uncomfortable and is able to receive their medication.



Nondiscrimination:

We will not discriminate in relation to the admission of any child on the basis of race, creed, color, national origin, religion, sex, or disability.



Parents and Families:

St. Luke School values the active participation of school families in the formation and education of their children. Family involvement strengthens family bonds and is a visual model for our children of service to others. Active participation creates a strong sense of ownership, engenders loyalty, and fosters pride in the school. Volunteers on campus need to have a completed Background Check and Safe Environment course through the [Virtus website](#). No alcohol, firearms, or tobacco are allowed on the premises.



Religion:

We are a parochial preschool that values and teaches about our Catholic faith. We follow the Archdiocese of Seattle religion standards.



Rest Time:

If a child is attending our Full Day Preschool Program, s(he) will be provided with a safe comfortable resting space with separate bedding (provided by you). Each Monday please provide a ***small*** clean blanket and ***small*** pillow to use during rest time. Students may opt to bring a ***small*** fitted sheet. All bedding items are taken home at the end of the week, washed, and returned on Monday. Please send your child's pillow and blanket to school in a reusable bag.



Safety:

Your child's safety is paramount. Our classroom has been inspected and approved by The Washington State Department of Children, Youth, and Families (DCYF). The staff has taken child CPR and First Aid and AED (Automatic External Defibrillator) classes. Our Health, Disaster, and Pesticide Policy Handbooks are available in our rooms as well as on the classroom web pages.



Schedule:

We have a current daily schedule of activities and lesson plans that are designed to meet the children's developmental, cultural, and individual needs. We include child-initiated activity (free play), staff-initiated activity (organized play), individual choices for play, creative expression, group activity, quiet activity, active activity, large and small muscle activities, and indoor and outdoor play.

We work to ensure that the daily schedule of events contains a range of learning experiences to allow each child the opportunity to gain self-esteem, self-awareness, self-control, and decision-making abilities. Our priority is to have each child develop socially, emotionally, intellectually, spiritually, and physically. We provide opportunities to learn about nutrition, health, and personal safety; Archdiocese of Seattle Pre-Kindergarten Curriculum Standards guide our unit planning.

We believe that play is the primary driver for inquiry and allows children to experiment, create, and explore. A detailed daily schedule is posted in our classroom as well as on our classroom webpage.



Shoes:

Please send your child to school with shoes that they are able to put on and take off independently. Please avoid shoes with laces if your child is not able to tie their own shoes since we strive for independence for all our students. Velcro shoes are easiest for children to put on independently. No sandals or flip-flops are allowed. All students in P4 need a pair of PE shoes to be left at school.



Sickness:

Do not send your child to school with a fever. If your child has had a fever in the last 24 hrs, keep them home.

If there is fever, vomiting or diarrhea, keep your child at home for 24hrs **AFTER** the last episode.

A rash should be evaluated by a physician before attending school.

Communicable disease: if contracted, a notice of possible exposure will be posted and sent home. The ill child will not be allowed to return until the contagion period has passed.

Students with any of the following symptoms will not be permitted to remain in care:

1. **Fever** of at least 100 F **AND** who also have one or more of the following:
 - a. Diarrhea or vomiting
 - b. Earache or sore throat
 - c. Headache
 - d. Signs of irritability or confusion
 - e. Rash
 - f. Fatigue that limits participation in daily activities
2. **Vomiting:** 2 or more occasions within the past 24 hours.
3. **Diarrhea:** 3 or more watery stools within a 24 hour period or any bloody stool
4. **Rash:** especially with fever or itching
5. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24hrs of antibiotic treatment as occurred
6. **Sick appearance, not feeling well and/or not able to keep up with the program activities.**
7. **Open or oozing sores,** unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
8. **Lice or Scabies.** For head lice, children and staff may return to class after treatment and no nits. For scabies, return after treatment.

If your child gets sick during school hours, we will notify you immediately to pick up your child. We ask that you try to arrive within 1 hour of our phone call. If we are unable to get a hold of you, we will begin to contact those on your St. Luke School Student Emergency and Health Form.

We follow the King County Department of Health Guidelines regarding COVID-19 safety and sickness procedures.



Sign-in and Sign-out:

A person on the authorization sheet must sign your child in and out of preschool daily. You take the responsibility for your child being in the custody of the individuals you have listed on the St. Luke School Student Emergency and Health Form. This includes any minors you have authorized to pick up your child.



Supplies:

All P3 and P4 Preschool students: Please bring the supplies listed on the school supply list during our **Meet and Greet day**.



Toilet Usage

Students are required to be 100% toilet trained. A toilet-trained child is a child who can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet for pee and poop.
4. Be able to get on and off the toilet by themselves.
5. Be able to flush the toilet.
6. Be able to wash and dry hands.
7. Be able to go directly back to the classroom without directions.
8. Be able to postpone going if they must wait for someone who is in the bathroom or if they need to travel a distance to get to the toilet.

As needed, P4 students may use the toilets in the P3 building.



Transportation:

Transportation is provided by parents and those individuals appointed by parents on their St. Luke School Student Emergency and Health Form. We do not provide any transportation.



Tuition and Fees:

Tuition will be collected via School Admin. You will set up your parent portal (through School Admin) upon registration and your payment plan at contract signing. For specific tuition costs, please visit our school webpage (<https://www.stlukeshoreline.net/>) for the most up-to-date information.

The undersigned have read, discussed, and agree to abide by our policies:

WAC 2080

- The centers policies and procedures, parent handbook
- Discussed the centers philosophy, program and facilities;
- Advised the parent of the child's progress and issues relating to the child's care and individual Practices concerning the child's special needs (conferences)
- Encouraged parent participation in center activities via Zoom
- Enrollment and admission requirements
- The fee and payment plan
- Typical activity schedule, including hours of operation
- Meals and snacks served, including guidelines on food brought from the child's home
- Permission for free access by the child's parent to all center areas used by the child
- Signing in and signing out requirements
- Child abuse reporting law requirements
- Behavior management and discipline
- Nondiscrimination statement
- Religious and cultural activities, if any
- Transportation and field trip arrangements
- Practices concerning an ill child
- Medication management
- Medical emergencies
- Disaster preparedness plans
- Pesticide Policy

*** All information provided by parent(s) to any preschool staff member or written in any form may be shared among the entire staff and principal of St. Luke School to best serve the well-being, health, and safety of the child.*