

**PARENT HANDBOOK
2009-2010**



**Overlake Christian Preschool
And Kindergarten**

**9900 Willows Rd Ne
Redmond, WA 98052
425-284-2517**



CONTENTS

Welcome	3
Staff/Email	3
How Decisions are made	4
Admission.....	4
Registration	4
Tuition	4
Attendance/Pick-up	5
Illness	6
School Closure	6
Clothing	7
Show & Tell/Personal Toys..	7
Snacks/Lunches	7
Birthdays.....	8
Special Guests/Parents.....	8
Field Trips.....	8
Curriculum	9
Communication.....	9
Progress Reports.....	9
Conferences.....	9
Discipline.....	10
Chapel.....	10
School Calendar	



Dear Parents,

Welcome! The purpose of this handbook is to acquaint you with the policies and procedures of Overlake Christian Preschool and Kindergarten. Our mission is to provide quality early childhood education, loving care and enriching experiences in a warm, Christ-centered environment. It is our hope that by providing you with the information in this handbook, we will be able to serve you efficiently and effectively.

We ask that you read and familiarize yourself with the handbook and refer to it when you have questions.

Anticipating a great year,

**Overlake Christian Preschool Staff
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How Decisions are Made

Board of Directors

OCP has a Board of Directors that consists of OCP Staff, OCC Pastoral Staff and OCC Administrative Staff. OCP utilizes the expertise of the OCC Finance Office and Human Resources Office. Annual financial audits occur in conjunction with ECFA (Evangelical Council for Financial Accountability).

Administrative Team

OCP's Administrative Team (AT) consists of Lead Teachers, Admin, and Children's Pastor. Decisions regarding program, enrollment, policy and procedures are implemented by the Administrative Team. Additionally, the AT ensures voluntary compliance with the Washington State Early Learning and Development Benchmarks.

Admission

Overlake Christian Preschool is open to children who will be three years old by August 31 of the current school year. We realize that every child is a unique individual gifted to us by God. Our curriculum is based on both developmental and age-appropriate needs. With that in mind, we are flexible on the age deadline. Talk to the director if you have a concern about the appropriate class for your child.

Registration

Registration will be on a first-come, first-served basis to those children who meet appropriate OCP age requirements. Registration will continue until classes have reached the maximum number of students per class. Children will be added to a waiting list and you will be notified as soon as space becomes available. A non-refundable fee of \$125 will be collected to complete the registration process and hold your child's spot in the class.

Tuition

Yearly tuition is paid in one of the following ways:

- 1.) Full year in advance—will receive 5% discount**
- 2.) 10 monthly installments with 1st and last month due on the 1st day of school.**

Families enrolling more than one child will receive a 10% discount for the younger child. Families paying the full year in advance will receive a 5% discount.

If a child must be withdrawn, a 30-day written notice must be given.

Payments are due on the 1st of the month. A late charge of \$20.00 will be assessed on any delinquent payment received after the 5th.

Attendance/Pick-up

We look forward to seeing your child each school day. We request you walk your child to their class. The doors open at 9 a.m. Please do not bring your child earlier unless you have made special arrangements with your child's teacher.

Pick-up is 11:30 for the Beginner classes, 12 p.m. for the Young Pre-K, and AM Pre-K classes, 1 p.m. for the Kindergarten, and 3:00 p.m. for Enrichment. *Please wait for your child's teacher to open the door and call your child by name to be dismissed.* If your child is to go home with someone other than the parent, a release form must be turned in prior to pick-up time.

Late Pick-up

Parents must be on time to pick up their children. Young children can become anxious when they are the last one to be picked-up. If you know you are going to be late, call the school or your teacher's cell phone so your child will not worry.

If a parent is consistently late, a late fee will be charged at the rate of \$5 for every 15 minutes.



Illness

If your child is ill, please contact your child's teacher via email or phone and call the school at 425-284-2517.

Sometimes a child will become ill at school, in which case the parent/guardian will be notified. If we are unable to reach you, we will call the emergency contact person if it is evident that the child needs to go home. Please be advised that school personnel cannot administer medication. Children suffering from a contagious disease, heavy cold, or fever should not be brought to school, and will be sent home at the discretion of the OCP staff.

School Closure

We follow Lake Washington School District policy. If their schools are closed due to severe weather conditions, OCP will also be closed. If Lake Washington School District is running a 2-hour delay there will be NO classes for Beginners, Young Pre-K and Pre-K students. Kindergarten will start at 11:00 a.m. and Enrichment will meet as usual. Listen to the radio or go to lakewashington.com for details.



Clothing

Children should come to school dressed in comfortable clothing that is easy for them to handle without too much help. Keep in mind preschool and kindergarten activities can be messy. We do provide paint shirts, but paint and other mediums do occasionally end up on clothing. DO NOT WEAR YOUR BEST CLOTHES TO SCHOOL. If you have extra socks, sweatpants, or T-shirts, consider donating them to our clothing box. We like to have something on hand in case of emergencies. Beginner classes: it's a good idea to provide an extra set of clothes to leave in their cubby.

Show and Tell/Personal Toys

Each teacher will give Show and Tell guidelines for her class. It is very difficult for the teacher to keep track of items brought from home, so we suggest children not bring personal toys on a regular basis. EXCEPTIONS: If there is something really special that a child would like to share with the class because it relates to the theme, we suggest that it be brought in a bag with the child's name. If your child is very attached to a stuffed animal, it is acceptable to let them bring it to school. (Especially at the beginning of the year)



Snacks/Lunches

Each class will set their own guidelines for snacks in the classroom. The kindergarten students will bring their own lunch each day. We request a healthy lunch with water or juice. No soda please.



Birthdays

Birthdays are very important and we encourage celebrating in your child's class. Ask your teacher for any special instructions she may have.

Special Guests/Parents

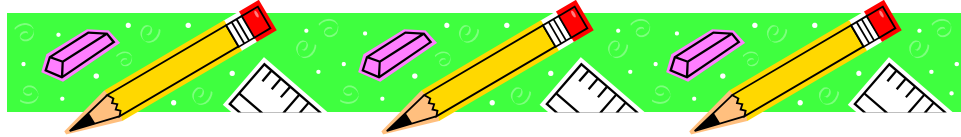
Research tells us that the best indicator of student success in school is parental involvement. Feel free to schedule time in your child's class. Your teacher will ask for parent volunteers many times during the year. If you have grandparents or other family members visiting and would like to bring them to school, schedule this with the teacher. We welcome you in our classes.

Field Trips

Field trips enrich the learning themes. Transportation for each child is the responsibility of that child's parent. To comply with current laws and to ensure the safety of all of our children, we require all children to ride in a properly installed car seats or booster seats. If you are unable to attend a field trip, you can arrange with another parent to take your child, as long as you have installed your child-restraint equipment in that vehicle.

We encourage parents to go on class trips whenever possible. Younger siblings may accompany the class on some field trips. Watch your newsletters for details.





Curriculum

Our curriculum is a blend of teacher-directed and individual learning experiences, incorporated with a multi-sensory hands-on approach. Children learn by using their five senses to explore the world around them while developing an increased ability to think, reason, question and experiment. Our teachers are facilitators of learning, using a curriculum that is developmentally age appropriate. Your teacher will provide a daily class schedule that best fits her students'/classroom needs.

Communication

Your teacher will provide you with a monthly calendar and /or newsletter. While our first priority in the morning is greeting the children and starting our day, quick messages concerning your child are welcome. Save anything else for the end of the day or put it in a note. Teachers are always available to schedule a conference time if the need arises.

Student Progress Reports and Conferences

Student Progress Reports are sent home with parents twice a year, both Spring and Winter. Regular assessments are being conducted throughout the school year. You may feel free to ask about or set up a conference child's progress at any time during the year.

Formal conferences are scheduled once a year in the spring, on a per child basis if deemed necessary by the teacher.

Discipline

Our goal for your child is to teach them to be self-disciplined. If inappropriate behavior is observed, the teacher will use redirection and natural consequences to encourage appropriate behavior. Guidelines will be restated to help remind children of their social responsibility in the group.

Chapel

Chapel time is an ALL school event this year. The theme is “2+1”-OTHERS plus GOD makes a WINNING TEAM!!!

We will have a guest each week from the pastoral staff, a teacher or mentor that will tell us a Bible story and a personal story of how someone helped them in life. It is our goal this year to show the students some real life hero’s and what they have learned in life. Chapel will have a great time of singing and memorizing a Bible verse.

Our schedule is: 9:30 to 10:00 a.m. Tuesday’s

Singing-10 minutes

Bible Verse (Memorization)

Bible lesson and Personal story

