

## Table of Contents

<p><b>A MESSAGE FROM THE SCHOOL BOARD</b>..... 2</p> <p><b>SECTION I - MISSIONS &amp; PHILOSOPHY</b> 3</p> <p style="padding-left: 20px;">Mission Statement..... 3</p> <p style="padding-left: 20px;">Affiliation..... 3</p> <p style="padding-left: 20px;">School Board..... 3</p> <p style="padding-left: 20px;">Doctrinal Statement..... 4</p> <p style="padding-left: 20px;">Philosophy of Education ..... 5</p> <p style="padding-left: 20px;">Goals..... 5</p> <p style="padding-left: 20px;">Curriculum ..... 5</p> <p><b>SECTION II-ADMISSIONS</b> ..... 6</p> <p style="padding-left: 20px;">Entrance Policy ..... 6</p> <p style="padding-left: 20px;">Tuition, Registration, &amp; Daycare Fees Policy.... 7</p> <p style="padding-left: 20px;">Late Pickup Policy and Fees ..... 8</p> <p style="padding-left: 20px;">Referral Tuition Credit Program ..... 8</p> <p><b>SECTION III-ACADEMIC INFORMATION</b>..... 9</p> <p style="padding-left: 20px;">Age Requirements..... 9</p> <p style="padding-left: 20px;">Classroom Size/Days/Hours..... 9</p> <p style="padding-left: 20px;">ECE - What is it?..... 9</p> <p style="padding-left: 20px;">Memory Verses ..... 9</p> <p style="padding-left: 20px;">Parent/Teacher Conferences..... 10</p> <p style="padding-left: 20px;">Progress Reports..... 10</p> <p style="padding-left: 20px;">Student Placement..... 10</p> <p><b>SECTION IV - GENERAL INFORMATION</b>..... 11</p> <p style="padding-left: 20px;">Art Show ..... 11</p> <p style="padding-left: 20px;">Asbestos ..... 11</p> <p style="padding-left: 20px;">Awards ..... 11</p> <p style="padding-left: 20px;">Birthdays ..... 11</p> <p style="padding-left: 20px;">Campus Visitors ..... 11</p> <p style="padding-left: 20px;">Chapel..... 11</p> <p style="padding-left: 20px;">Communication..... 11</p> <p style="padding-left: 20px;">Discipline Policy ..... 12</p> <p style="padding-left: 20px;">Dress &amp; Appearance Code..... 13-14</p> <p style="padding-left: 20px;">ECE Snack Policy ..... 14</p> <p style="padding-left: 20px;">Emergency/Natural Disaster Kits..... 14</p> <p style="padding-left: 20px;">Field Trips/School Activities ..... 14</p> <p style="padding-left: 20px;">Fundraisers ..... 15</p>	<p style="padding-left: 20px;">Hazardous Weather &amp; Emergency Prep ..... 15</p> <p style="padding-left: 20px;">Holiday Celebrations ..... 15</p> <p style="padding-left: 20px;">Lost and Found ..... 15</p> <p style="padding-left: 20px;">Musical Programs ..... 15</p> <p style="padding-left: 20px;">Non-Discrimination Policy ..... 15</p> <p style="padding-left: 20px;">Open Door Policy ..... 16</p> <p style="padding-left: 20px;">Parking Lot Safety ..... 16</p> <p style="padding-left: 20px;">Personal Items at School..... 16</p> <p style="padding-left: 20px;">Photographs ..... 16</p> <p style="padding-left: 20px;">Resolution of Conflict..... 16</p> <p style="padding-left: 20px;">S.A.L.T. .... 17</p> <p style="padding-left: 20px;">School Calendars ..... 17</p> <p style="padding-left: 20px;">School Pictures ..... 17</p> <p style="padding-left: 20px;">Security..... 18</p> <p><b>SECTION V - OFFICE PROCEDURES</b> .... 19</p> <p style="padding-left: 20px;">Attendance Policy ..... 19</p> <p style="padding-left: 20px;">Change of Address/Phone Numbers ..... 19</p> <p style="padding-left: 20px;">Early Dismissal ..... 19</p> <p style="padding-left: 20px;">Illness ..... 20</p> <p style="padding-left: 20px;">Immunization ..... 20</p> <p style="padding-left: 20px;">Medication at School ..... 20</p> <p style="padding-left: 20px;">Student Accident Policy..... 20</p> <p><b>SECTION VI - DAYCARE SPECIFIC INFORMATION</b>..... 21</p> <p style="padding-left: 20px;">Admission Requirements..... 21</p> <p style="padding-left: 20px;">Re-Enrollment..... 21</p> <p style="padding-left: 20px;">DSHS ..... 22</p> <p style="padding-left: 20px;">Withdrawal and Dismissal Policy..... 22</p> <p style="padding-left: 20px;">Center Hours ..... 22</p> <p style="padding-left: 20px;">Arrival Routine ..... 22</p> <p style="padding-left: 20px;">Holidays &amp; Closures ..... 22-23</p> <p style="padding-left: 20px;">Vacations ..... 23</p> <p style="padding-left: 20px;">Summer Day Camp..... 23</p> <p style="padding-left: 20px;">General Daily Schedule ..... 23</p> <p style="padding-left: 20px;">Breakfast/Lunch/Snacks ..... 24</p> <p style="padding-left: 20px;">Rest Time ..... 24</p> <p style="padding-left: 20px;">Extra Clothing..... 24</p> <p style="padding-left: 20px;">Safety Standards ..... 24</p> <p style="padding-left: 20px;">Abuse Reporting ..... 24</p>
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*Continue Section IV top of Next Column*

## **A Message from the School Board**

Dear Parents,

This handbook has been prepared to assist you in getting the most from your experience at Puget Sound Christian School and Daycare Center. Please take time to read and share the appropriate information with your child so he/she will know and understand the expectations of the school.

If you have any questions that are not answered by this handbook, please call the school office for clarification. Our phone number is 253-537-6870.

Please remember that we are here to assist you in the task of education. Together, and with God's guidance, we can produce students that are not only well educated, but also equipped for life in every sense - spiritually, socially, mentally, and physically.

*In Christ's service with you,*

Puget Sound Christian School Board

## **SECTION I - MISSION & PHILOSOPHY**

### **Our Mission Statement**

To train children according to God's purpose by providing a Christ-centered, safe, loving environment where parents, board members and staff, in partnership, work to help each student achieve academic excellence and spiritual growth.

### **Affiliation**

Puget Sound Christian School is affiliated with South Lakeshore Christian Church, which is a non-denominational Christian church. SLCC is affiliated by faith and practice with Christian churches located in most countries of the world. This body of churches accepts the whole Bible as the Word of God, but finds its authority for life in the scriptures of the New Testament, seeking simply to be the church that was begun by Jesus Christ and the apostles whom He chose. Jesus Christ is the sole head of His church. This church has no authoritative headquarters in this world. Each congregation of believers is independent in the operation of internal affairs, but all are joined in the unity of faith and in commitment of Jesus Christ as head over all things to the church.

### **School Board**

Puget Sound Christian School is an independent school operated by a Board of Directors who provide guidance, hire staff, provide financial management and oversight, and oversee the carrying out of the mission of the school.

Board members are selected from interested members of the Christian community and serve for two renewable terms. Once selected, board members agree to uphold exceptional Christian values, and give of their time and talents to ensure that the school prospers and is successful in assisting parents in the training of their children for the glory of God.

## **PSCS Doctrinal Statement**

We believe...

- that the Bible is the inspired, infallible Word of God, and is the source of all truth. As a result, the Bible is an essential element in all areas of our curriculum and is taught at all levels according to the understanding level of the students. (I Tim. 3:16; Heb. 1:1; II Pet. 2:16-21.)
- that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. We believe that Jesus Christ the Son of God was born of a virgin, lived a sinless life, and died a literal death upon a cross, and on the third day rose from the dead. We believe that Jesus Christ's death on the cross paid the penalty for our sins, which is revealed clearly in the Bible. (Col. 1:15; 2:9ff, Acts 2:38; Mark 16:16; I John 1:9.)
- that man is sinful by nature and that regeneration through Jesus Christ is essential for salvation and eternal life. (Romans 3:23; 6:23.)
- that the ministry of the Holy Spirit is ongoing today, and the Holy Spirit indwells Christians and enables them to live a righteous life as obedience to the Word of God is practiced. (Romans 8:1-26; Eph. 5:18.)
- in the resurrection of both the saved and the lost - those who are saved to eternal life, and those who are lost to eternal punishment. (Rev. 20:11-15.)
- in the spiritual unity of all believers in one body through Jesus Christ. (Rom. 15:5; I Cor. 12:12-21.)
- the world, the universe, and all living things were created by the direct Act of God. (Genesis 1 and 2; Col. 1:16.)
- that parents have the responsibility for the proper education of their children. Therefore, parents and teachers are to work together so that children are brought up in the nurture and admonition of the Lord, for the purpose of living a life dedicated to the glory of God. (Eph. 6:14.)

## **Philosophy of Education**

We believe God has given parents the responsibility to “*train up a child in the way he should go,*” and that a Christian school is only an extension of the home, not a replacement for it. We see our ministry as using the gifts for teaching, that God has given us to help young people pursue a life of self-discipline, individual responsibility, personal integrity and good citizenship based on the moral absolutes of God’s Word.

## **Goals**

It is the responsibility of PSCS to provide opportunity for the student:

- To develop a practical knowledge of the Word of God and to apply to daily living (II Tim 3:16).
- To develop a spiritual awareness that will lead to faith in the Lord Jesus Christ and submission of His will.
- To develop an understanding of the responsibilities and rights of citizens, and their constructive application in a representative republic (Gal. 5:13).
- To develop an ability to express their thoughts clearly; to read and listen with understanding.
- To understand the structure of mathematics and to develop mathematical skills.
- To understand and apply the methods of science, the influence of science on human life, and the main scientific principles concerning the nature of the world and man, viewing such through the eternal truths of the Bible (I Tim. 6:20; I Thess. 5:21).
- To develop the ability to organize work and use reference materials and study skills which will enable the student to become self-managing and a life-long learner (II Tim. 2:3-7).
- To develop creative, critical and independent thinking in order to understand, participate, and contribute intelligently and questioningly in our society (Heb. 5:14; Rom. 12:2).
- To understand his/her heritage and its influence on his/her life, the heritage of other cultures, nations, and relationships, leading to a respect of others as well as him/herself (I Cor. 10:11).
- To understand the significant influence and responsibility of the Biblical family for the individual and society (I Tim. 5:8; Matt. 19:4-6).
- To stimulate interest and develop skills in art, literature and music.
- To understand and apply the principles of sound mental and physical health providing for the development of emotional stability and physical vigor (I Cor. 6:19-20).
- To develop attitudes and abilities which enable the individual to be adaptable within an environment of constant change without compromising Biblical principles.

## **Curriculum**

The curriculum has been carefully and prayerfully created. Our staff uses their skills in creative art, science and other helpful resources to meet the academic and social development of all students. Our instruction has been developed to include many “hands on” experiences to broaden the academic learning. We are committed to maintaining a Biblical, worldview.

## SECTION II - ADMISSIONS

### Entrance Policy

Puget Sound Christian School and Daycare admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities available to students at school.

PSCS is a private school and reserves the right to deny admission to anyone if it deems denial to be in the best interest of PSCS and its students.

**There is a probationary period of six weeks for students newly enrolled in the school. However, all students can be subject to probation, academic or disciplinary, throughout the school year.**

### Returning Students:

Each student must submit a completed application packet annually with a non-refundable registration fee, at time of registration. **Registration will only be accepted upon receipt of registration fees, completion of all forms and financial accounts must be current.**

- Tuition and/or daycare fees must be current at time of registration.
- No student will be re-admitted until the previous year's tuition and/or fees are paid in full.
- Students are registered on a first come, first serve basis. We cannot hold a student's spot in a class without payment of the registration fee.
- Unpaid registration balances after the last business day of June places a student at the bottom of the waiting list.
- A student who no longer agrees with our doctrinal statement by words or actions will not be re-admitted.
- **If a new or returning student has an IEP or 504 Plan, it is a requirement to have copy in the school file. This helps the teacher and staff better serve the student.**

### New Students:

Each student must submit a completed application packet annually with a non-refundable registration fee, at time of registration.

- Parents and student meet with the Director for an interview and tour of the facilities.
- Submit completed application packet with a non-refundable registration fee.
- Students are registered on a first come, first serve basis. We cannot hold a student's spot in a class without payment of the registration fee.

## Tuition, Daycare and Registration Fees Policy

- PSCS is a self-supporting school and depends on prompt payments of all fees to pay staff salaries, taxes, operating costs, insurance and administrative expenses. In order for the school to operate efficiently, tuition and fees must be paid on time!
  - **The annual registration fee is due at time of registration and is non-refundable.** Registration fees cover the cost of curriculum, classroom supplies, insurance and other miscellaneous items.
  - Preschool and Prekindergarten tuition is charged on a yearly basis and may be paid in 2 payment installments:
    - \* Paid in full at the beginning of the school year, with a 4% discount.  
(Payment must be received by the last business day of August.)
    - \* Paid in 10 equal installments due September 1st through June 1st.
- You will choose which payment plan on the Parent Financial Agreement.

- Preschool and Prekindergarten tuition invoices will be sent out at the beginning of the month, for the proceeding month.
- Payments are due 2 weeks after the invoice date. If payments are received after the printed due date on the invoice, **a \$15.00 late fee will automatically be added to your account.**
- Full-Time Daycare invoices will be sent out at the beginning of the month, for the proceeding month.
- Payments are due 2 weeks after the invoice date. If payments are received after the printed due date on the invoice, **a \$15.00 late fee will automatically be added to your account.**
- Tuition payments do not fluctuate with holiday seasons, snow days or with students being absent from school. This also includes vacation times. Costs are based on yearly fees.
- Students using hourly daycare will receive an invoice by the 5th day of each month, for the previous month's care. Hourly daycare payments are due 2 weeks after the invoice is issued. The due date will be printed on the invoice. If payments are received after the printed due date, **a \$15.00 late fee will automatically be added to your account.**
- Daycare overtime charge is \$1.50 per hour for any child being picked up after 6 PM.
- Withdrawals - Mid-month withdrawals are defined as any withdrawal after the (1st) first day of each month. No refunds will be given for mid-month withdrawals. Parents will be responsible for the entire month's tuition. Withdrawals must be made in writing. For pre-paid tuition, (paid in full) a pro-rated percentage will be refunded. **A \$15.00 withdrawal fee, per student, will be charged.**
- **Delinquent accounts over 30 days will result in suspension of student(s). Delinquent accounts of 90 days will be turned over to a collection agency.**
- **There is a \$25.00 fee for all checks returned NSF.**

### ***Tuition, Daycare and Registration Fees Policy Continued...***

- **Transportation Fees for Before & After Care School Age Students to/from specified elementary schools will be charged at \$40 per month per family both ways and \$20 per month per family one way.**

#### **Late Pickup Policy and Fees**

Parents are to pick up children **promptly** when classes are dismissed. If parents are not here on time, students enrolled in our daycare will be taken to the daycare and fees will begin at 11:30am. Students not enrolled in daycare will be charged the fee described below beginning at 11:35am.

Late fee - After a first notification of being late, a fee of \$1.50 per minute will be charged for continuous non-emergency late pick-ups. Parents will be billed at the end of the month.

If an emergency situation should arise, and you will be late, we ask that you call and notify the school office **253-537-6870**.

#### **Parent Referral Tuition Credit Program**

This Program is for families who bring new enrollment to the school. Parents can help the school grow by referring other families to PSCS. Sharing of the Christ-centered, nurturing education your child(ren) experience at PSCS is our best advertisement.

Here is how you can receive tuition credits:

- For every first time family that registers a preschool or prekindergarten student at your referral, you receive a \$150 discount off your tuition!
- You will receive \$75 for any additional families referred. Credit to be applied to your account after one quarter of new enrollment attendance.
- You receive only one discount per family referred.
- New families registered must stay current for discount to apply.
- This program is not offered to families who receive financial aid from DSHS. But don't let this stop you from spreading the word.☺
- Discounts begin the month the referred family enrolls.
- The only discounts that may be applied, in addition to the Referral Credit Program are: sibling, South Lakeshore Christian Church members, tuition paid in full discounts, and full time pastors.

God has given us a great harvest in our community. Please help us to spread the word and tell your friends about Puget Sound Christian School!

Please call the school office for flyers and brochures. You can help us promote by placing information at your churches, businesses, doctor and dentist's offices and on social media sites.

We have exceptional families at PSCS! **Your testimonies are our best advertising!**



## SECTION III - ACADEMIC INFORMATION

<b>Class</b>	<b>Age Requirements</b>
3 Year Old Preschool	Must be 3 years old and <b>fully toilet trained</b> to begin. PSCS Staff members are not allowed, by law, to assist students with bathroom needs.
4 Year Old Preschool	Age 4 prior to November 1 <sup>st</sup>
Prekindergarten	Age 5 between September 1 <sup>st</sup> and June 30 <sup>th</sup>

<b>Classroom</b>	<b>Size</b>	<b>Days</b>	<b>Times</b>
3 & 4 Year Old Preschool	12		
3 Year Olds		M/W	8:45-11:30
4 Year Old Preschool		M/W/F	8:45-11:30
Prekindergarten	12	M-TH	8:45-11:30

Children may be signed in at the Daycare sign-in desk. They will be escorted to their respective classrooms at the proper time. **Children are not to be left unsupervised in our parking lots, halls or classrooms at any time.**

### **ECE - What is it?**

ECE is Early Childhood Education. Preschool and Prekindergarten classes fall into this category.

### **Memory Verses**

Memory verses are assigned monthly to preschool students and weekly to prekindergarten students and provide an excellent means for children to learn about God and His expectations for life. All memory work is assigned from the New International Version of the Bible. Parents are encouraged to learn the verses along with the children and share in the riches of God's word.

### **Developmental Screening Policy**

Beginning September 2018, all students enrolled with Puget Sound Christian School will be screened using the C.D.C. Developmental Milestone tool within 45 calendar days of their first day of attendance and annually thereafter.

This screening will be used as a tool to insure children are developing typically for their age and serve to inform the family and the child's teacher of any specific concerns regarding the child's skills. The child's teacher will observe him/her over the first 30 days enrolled watching for developmental milestones and noting any concerns or deficiencies. The screening tool will then be completed by the teacher and prepared to share with the child's family.

Results of the developmental screening will be shared during mandatory Fall parent-teacher conferences. If the child's family speaks a language other than English, every attempt to conduct the screening and share results with parents in the family's home language will be made.

A copy of your child's screening results will be provided for the parent or guardian. Another will be signed and dated by the parent upon receipt and kept in your child's file.

If a child is found to need developmental services in any area (physical, emotional, cognitive, etc.), information will be provided for the family regarding outside services such as Child Find or similar entities with specialized expertise in providing further resources.

## *Academic Information Continued...*

### **Parent/Teacher Conferences**

Mandatory conferences are scheduled in the fall and spring. Parents are expected to make every effort to meet the conference times scheduled. Parents or teachers may request conferences at any time during the school year to discuss a student's progress.

Beginning September, 2018, all children enrolled with Puget Sound Christian School will receive formal assessment and informal observation and documentation of his/her developmental progress three times per year.

- Fall parent-teacher conference (November)
- Spring parent-teacher conference (March/April)
- End of year assessment (mailed to parent/guardian in June)

### **Report Cards and Progress Reports**

ECE progress reports are issued semi-annually. The final report card/progress reports will be mailed home. As an evaluation tool, progress reports offer the teacher the opportunity to honestly assess how each student has progressed in demonstrating proficiency in specific areas of learning.

Formal assessment will be conducted via progress report (in alignment with WaKids Assessment Tool) for each conference.

Informal assessment will consist of work sample examples, anecdotal observation notes, and photographs kept in each child's portfolio file (available for parents or guardians to view by request and shared along with formal assessment results during parent-teacher conferences). Portfolio file will be sent home with child on the final day of school.

Evidence of both formal and informal assessment will be completed within 90 calendar days of child's first day of attendance.

### **Student Placement**

PSCS has full discretion in the class placement of all students. Parents are encouraged to pledge to work closely with their child's teacher.

## SECTION IV - GENERAL INFORMATION

### **Art Show**

In an effort to share our student's creative abilities, our students display their diligent efforts in our annual art show. This is held in the spring. Families and friends are invited to come and view some great works of art.

### **Asbestos**

Under federal law, the school and church is required to notify all persons using the facility that asbestos material is present in various areas of our buildings. Inspections are conducted on a scheduled basis. All asbestos is contained and all areas are safe for use.

### **Birthdays**

In class birthday treats will be at the discretion of the teacher. However, parties will not be allowed in the classroom. Birthday invitations are not to be given out to individual students in the classroom unless ALL students are being invited. Students can be hurt tremendously by not receiving one. Ask the class teacher for the addresses of those students invited and mail the invitations.

### **Campus Visitors**

Parents are welcome on campus anytime. However, if you wish to visit a class, we do ask that you arrange for your visit in advance in order to minimize disruption and as a courtesy to the teacher. All visitors, including parents, must check in at the school office. Siblings or friends may visit classes only with advance permission from the teacher.

### **Chapel**

Learning to worship God is an important part of a Christian school education. Chapel is an important time for children to pause and reflect on God and participate in worship. Children are expected to be on their best behavior, and observe the chapel period with dignity, yet with a joyful spirit. Chapel is held every Wednesday from 9:00-9:20. Parents are invited to attend.

### **Communication**

*What is expected of Parents?*

- To help your child have a successful day, we ask that you please communicate with one of your child's teachers every day.
- Ask questions and give input about the day's events or something that is going on at home that the teachers may need to know.
- Please get to know your child's teachers and let them get to know you. Keeping the lines of communication open is necessary so that we may meet your child's needs on a daily basis.
- **Read materials that are sent home or by email and pay attention to notices that are posted around the Center and hallway.** Some children spend a lot of time in daycare, so we want you, the parents, interested in what they do. This will make time spent in daycare even more successful.

## **Discipline Policy**

We have conscientious teachers at our school. Teachers work toward maintaining and upgrading high standards of conduct that will insure a respectful attitude among the students and a secure environment that will allow for maximum learning and growth.

Teachers are required to maintain an **orderly** atmosphere conducive to learning. This is to be accomplished through clearly stated expectations, firm but loving consequences and a positive and loving atmosphere that promotes security and trust.

Teachers use positive reinforcement in discipline which is praise for good behavior and obeying the rules. All staff will adhere to this policy. Behavioral expectations are based on the child's developmental level.

Discipline will be appropriate, clearly stated and reinforced on a daily basis. There will be no forms of physical punishment or threats of physical punishment administered at any time. Time outs will be used and will not exceed the child's age (one minute per year equaling the child's age.) When situations occur, the following steps will be taken:

- The teacher will talk with the child about specific age appropriate behavior and expectations.
- If the behavior continues, a second verbal warning will be given.
- The child may be taken away from the activity and if need arises, the child may then be given a time-out. The teacher will again speak with the child about choices that he/she has.
- If the problem persists, a behavior contract may be put in to effect. The behavior contract is designed to help target the behavior and give definite rewards or consequences. The child's parent, teacher and director will sign the contract showing that all are in agreement.
- At this time, a time frame will be established in which improvement should be obtained. After the established time has passed, another meeting will be scheduled to evaluate the child's progress.
- If no progress has been seen, the parents will then be asked to withdraw their child from the program effective immediately.
- Full cooperation of the parents is expected. Parents not willing to meet with their child's teacher or the director, or not willing to take action to help solve the problem will be asked to withdraw their child.

## **BEHAVIOR AT SCHOOL**

- A child may not physically or verbally hurt another child.
- A child may not hurt themselves.
- A child may not physically hurt a teacher.
- A child may not damage or destroy school or church equipment, buildings, furniture, etc.
- If a child is being treated unkindly by another child, teachers **do not**, in any way, advocate lashing out or hitting back. **We teach:** Use your words, walk away and talk with your teacher or supervisor.
- Absolutely no violent pretend play is allowed, i.e., cartoon characters, cops & robbers, karate, etc.

## **Dress and Appearance Code**

The Purpose of the Dress and Appearance Code is:

- To promote modesty and neatness and to place emphasis on learning rather than competition in dress.
- To communicate to students and parents a conservative position in dress that is consistent with our conservative Biblical perspective.
- To limit distractions that are promoted by fad-type apparel.
- To establish a school spirit of order and conformity to an established standard.

## **General Requirements for All Students**

- There should be no question as to whether an article of clothing provides adequate coverage of body parts. Midriffs must not show, even when the student's arms are extended over their head.
- Students should wear comfortable, well fitted clothes that can be worn for messy activities. Please dress your child in clothes that they can easily handle themselves when going to the restroom.
- Pajamas and nightgowns are only permitted on our designated "Pajama Day". Your child will be asked to change into their spare (emergency clothing) if they are brought to school in their pajamas/night gown on a normal school day.
- Girls are required to wear shorts under their dresses.
- Dresses should have straps that are at least 1 inch thick and not backless. They may wear a shirt underneath or sweater over the dress if it does not meet the requirements. If they wear a sweater over it they may not take it off at any time.
- Please dress your child appropriately for the weather. Long sleeves and long pants or sweat suits are appropriate when it is chilly and short sleeves and short pants or skirts/dresses when it is warm.
- Children are encouraged to bring a labeled jacket or sweater that can be left at school during the colder months.
- Hats may be worn to school, but must remain off while indoor.
- Shorts (no shorter than 3 inches above the knee) or capris are permitted only during the months of September to mid October and after Spring Vacation.
- Leggings may only be worn if the shirt or dress is covering the buttocks. They are not appropriate to wear as pants at school or daycare.
- Each child is required to provide a full change (or changes) of clothing to be left at the school in case of accidents or incidentals.
- 

## **Accessories**

- Accessories must not be distracting. **Post style earrings may be worn by girls only. No dangling or low hanging earrings.**
- **No necklaces or chains around the neck which pose a choking hazard.**
- **Please do not allow your child to wear fancy/costly jewelry or rings to school (we are not responsible for lost or stolen items).**

*Continue Dress and Appearance Code on the next page*

## *Dress and Appearance Code Continued...*

### **Shoes**

All students **MUST** wear comfortable, well-fitting, age appropriate shoes to school/daycare. Slippers are not allowed (except for “Pajama Day” and then they may change into them when they are inside, they may not wear them out on the playground)

**Closed toe shoes and socks are required at all times. Shoes with laces must be laced and tied. Sandals, flip flops and slides are not permitted due to the wood chips on our playground. (With the exception on “Water Days” during the summer break. But, you will still need to provide a closed toe shoe and socks so that your child may play on the playground.**

- **If there is a problem providing shoes for your child, please let us know. We will be happy to help.**

### **Hair/Grooming**

- Hair must be neat and cleanly groomed and not to impair their vision.

Students whose dress or appearance is not in compliance with PSCS' dress code will be sent to the office and parents will be contacted to secure a change of clothes. Parents are responsible to see that their children are dressed properly when they leave for school. The discipline policy will be enforced for all students who frequently violate the school dress code.

### **ECE Snack Policy**

For the Preschool and Prekindergarten students, snack is served daily, mid-morning. Each child will be assigned a week to share snack with the whole class a few times a year. Due to students with food allergies, **snacks need to be free of any kind of nuts.** Pre-packaged food and drink from the grocery store, bakery or restaurants are required. We continue to encourage you to attempt to find the most nutritious snacks as possible. Snack items need to be simple and healthy, with a minimum amount of sugar.

### **Emergency/Natural Disaster Kits**

It is mandatory that each student and staff member has an emergency/earthquake kit on the school grounds. In the event of an emergency or natural disaster, we want to be sure that students do have the provisions needed for at least 24 hours. PSCS provides the kits and they include non-perishable items and water. Parents are encouraged to send in a comfort letter and a family photo. The cost for the kits is included in the registration fee. **If a student has severe allergies, parents are asked to provide a kit.**

### **Field Trips/School Activities**

Classes experience special field trips and outings throughout the year. A yearly permission slip is written on your child's registration form. Teachers will notify parents before each special outing or event is to take place.

Parents providing transportation for outings must provide proof of insurance and driver's license, and vehicles must be equipped with seat belts. Drivers must follow current laws regarding children sitting in a seat(s) with an air bag(s). Parents are asked to drive directly to and from outings and not stop for personal reasons.

## **Fundraisers**

Puget Sound Christian School uses a variety of fundraisers to finance special projects and to help keep tuition costs as low as possible for our families.

Periodically throughout the year a fundraiser may come to the Director's attention. If he/she feels it will benefit the school, parents will be asked to participate.

## **Hazardous Weather Conditions & Emergency Preparedness**

The decision to delay or close the school and/or daycare because of adverse and/or hazardous weather conditions is made by the Director. Parents will receive a "Snow Day Policy" explaining our procedures for school and/or daycare closure or delays. Our goal is to announce delays or closures of school by 5:45am. As a rule we will follow Tacoma School District's decision. If the decision is to open school and/or daycare one or two hours late, parents are advised to continue listening should weather conditions require that school be canceled.

Should early release from school and/or daycare be required, we will try to give two hours notice. If the road conditions in parents' area are deteriorated, parents can pick up their child without calling the school.

In the event that an emergency should occur, (such as an earthquake, toxic gas leak, fire, etc.,) the Director is the responsible authority. Unless there is immediate danger, students will remain at school. If it becomes necessary to close school during a school day, parents will be notified.

## **Holiday Celebrations**

Parents should be aware that the school has a policy not to celebrate Halloween, the Easter Bunny, Santa Claus and other mythical figures, which may surround holidays. Encouragement is given around these times to celebrate the true meaning of the observance - Christ's birth, Christ's death and resurrection, the joy and thanks for the harvest and beauty of the fall season, etc.

## **Lost and Found**

A lost and found is maintained in the Director's office for items found on the campus or in vans. If items are not claimed by the end of the year, they will be donated to a worthy cause.

## **Musical Programs**

Twice a year PSCS students and staff prepare for musical programs. At Christmas time, the students share in a celebration of our Lord's birth. In the spring, they perform music and drama.

## **Non-Discrimination Policy**

Puget Sound Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, schoolhouse and loan programs and athletic and other school-administered programs.

### **Open Door Policy**

We desire to have an “open door” policy to parents in the classroom. However, any parent desiring to work in the classroom must communicate ahead of time with the teacher to make sure there is no disruption to the learning process.

### **Parking Lot Safety**

In an effort to keep students safe and traffic flowing smoothly through our parking lot, please abide by the following:

- When picking up or dropping off your child, please park in a *designated* parking slot. You must walk with your child into the center and sign them in and they may not leave the center until they are signed out.
- **Children are never to be left unattended in vehicles, parked or not!**
- Filthy, rude or foul language will not be permitted by students or parents.
- Smoking is not permitted on school grounds.
- Please, do not talk on cell phones or text while driving in the parking lot. Please refrain from using your cell phone while dropping off/picking up your child. A teacher or the director may need to talk with you.
- **ALWAYS DRIVE SLOWLY IN THE PARKING LOT! (5 MPH)!**

### **Personal Items at School**

In order to promote a distraction free environment, children are not to bring personal items to school. Items such as iPods, electronic games, cell phones, toys, musical instruments, collectibles, etc., are to be left at home unless specifically requested by the teacher (show-n-tell for example.)

Inappropriate articles or materials brought to school by the student will be confiscated.

Personal items brought to school will be confiscated and returned to the student at the end of the day. Consistent disregard for this rule will result in the parents being contacted to pick up the child’s property.

### **Photographs**

PSCS may use your child’s photographs for special events or publicity. If you have an objection, please notify the school office in writing.

### **Resolution of Conflict: Matthew 18 Principles**

This may be hard to believe, but conflicts do arise at PSCS just like any other school. When they do occur, we agree to disagree agreeably, while we endeavor to come to resolution by the following principles laid out in Matthew 18: 15-17:

1. Go to the person directly involved to discuss the situation.
2. If the problem is not resolved, go to the administrator.
3. If resolution is still not possible, the situation should be taken to the school board. Generally, the school board will be the final step for resolution of the problem.



## **SALT (Serving and Laboring Together)**

The S.A.L.T. program is a parent involvement program that encourages parents to become a part of their child's education. We believe God has given parents the responsibility and the ability to educate their children in a Biblical manner, and we are here not to replace or undermine their tasks, but to help with the "formal" part of education. **"Real"** education occurs in many places – in and out of the classroom – with many people helping. Therefore, we welcome parent participation whether in the classroom, with homework projects, on field trips or with the endless number of tasks to have a Christian school for a reasonable price.

The S.A.L.T. program provides a way of organizing volunteer help, keeping tuition costs down, and building relationships with other families at the school. **The S.A.L.T. program runs from the first business day in August through the last business day in May.**

*Guidelines for S.A.L.T.:* All families are **required** to donate volunteer time to the school..

- **Preschool and Prekindergarten single student families are to volunteer 5 hours per year.**
- **For families with multiple students, 10 hours total are required.** Many jobs and services are available and posted on our S.A.L.T. board located in the entry hall of the school office building. Parents are responsible for filling out and turning in their log forms for completed job hours.
- Hours worked must be turned in by the last business day in May.
- It is our desire for families to volunteer their time. **However, if parents are unable to fulfill their hours by the last business day of May, \$10.00 for each unworked hour will be added to your account.**
- **For families that enroll after the end of the 2nd quarter, half of the above hours will be required.**
- Failures to perform committed hours or pay the fee in lieu of hours, are subject to the same penalties as specified for failure to pay tuition.
- Hours are not transferable between families.

### **School Calendars**

- *Yearly* - Another way we like to communicate with our parents is through calendars. An all-school yearly calendar, which lists special events, vacation days, holidays, conference days, etc., will be given to each family at time of enrollment. Please note that several days for staff planning times have been integrated throughout the school year. We encourage families to use these times as well as the scheduled holidays to plan family outings. While we try to be aware of the public school calendars, it is impossible to coincide with all of the various districts' calendars.
- *Monthly Classroom Calendars* – Teachers may choose to send home a monthly classroom calendar with specific information pertaining to his/her class. These are very helpful with teacher-to-parent communication. (Some teachers may choose to send home a weekly information sheet.)

### **School Pictures**

Individual school pictures are taken each fall and classroom (group) pictures are taken in the spring.

## **Security**

The safety and security of the staff and students is our biggest priority. Due to the amount of external entrances to the school, the doors to the buildings will be locked during school hours. All visitors to the school, including parents, must come to the school office before attempting to enter the building for any reason.

## SECTION V - OFFICE PROCEDURES

### Attendance Policy

Regular attendance is expected of all students and is a necessary factor in achieving academic success. It must be understood that students miss a vital portion of their education when they are absent or excessively tardy to school. While it is possible to make up written work, class instruction and/or presentations, discussions, some audio-visual presentations, and student-teacher interaction can never be made up. Attendance is a part of a student's permanent record.

- Absences are excusable for illness, recovery from an accident, professional appointments, death in the immediate family, or other causes acceptable to the School Administrator.
- Absences for such reasons as camping, vacations, non-school activities or visiting are discouraged.
- Parents must notify the office **by 9:00 am** if a student will be absent.
- If parents have not called by 9:00 am, school Administrative Assistant will call to check on the child.
- If phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child return to school explaining the reason for the absence.
- Excessive absences from school are defined as ten or more days absent.  
At ten days absent, parents will receive a letter indicating the total days absent. Parents will be asked to have a conference with the Administrator.

### Tardiness

Classes begin at 8:45 and students will be considered tardy at 8:55 and must report to the office for a tardy slip. If your child is tardy you must accompany them to the office to receive a tardy slip allowing the child to enter their classroom.

Students who are chronically tardy can expect a conference with the teacher, parents, and administrator. Tardies are a part of each student's permanent record.

### Change of Address and/or Phone Numbers

Please notify the school office as soon as possible of any changes of address, home/work phone numbers, emergency contact names & numbers, cell phone/pager numbers. **IN THE EVENT OF AN EMERGENCY, CURRENT INFORMATION IS ESSENTIAL.**

### Early Dismissal

We ask that all appointments (doctor, dentist, etc.) be scheduled before or after school. However, if a student needs to leave early from school, parents must sign the student out in the office. If a person other than the parent is picking up a child, the office is to be notified in advance in writing, a phone call or by text. **For safety purposes, students will not be released without written notice.**

## Illness

In order to control the spread of sickness, children who are ill should not be sent to school. In the event that a student becomes ill at school, parents will be notified so that the child can be picked up and cared for at home. If parents cannot be contacted, the person/people listed as emergency contacts will be phoned.

### *Your child must stay at home if he/she:*

- Is contagious in **any way**.
- Has or has had diarrhea, vomiting, or an elevated fever during the previous 24-hour period.
- Has an illness that interferes with his/her **full participation** in school activities, **including outdoor play**.
- Has a constant cough.
- Shortness of breath, not related to asthma
- If a child has had a fever, he/she can return to school 24 hours after the fever is gone without using medication for it.

## Immunization

- Each student is required by law to have a **completed** immunization form on file.
- Parent must provide a **complete and signed** WA State CIS form from your child's physician before the first day of class.
- If your child's physician is not enrolled in the on-line CIS program, please bring a list of shots administered on the physician's letterhead.
- If at any time your child has updated immunizations, please contact the school office so the information can be documented on his/her form.
- **Children will not be able to begin classes until we have the completed form, no exceptions!**

## Medication at School

- Oral prescribed medication will only be administered at school when absolutely necessary, and when a written request has been received by the school from a physician, dentist and the parents.
- Parents are to fill out an "Instruction for Medication" form for each medication that is given.
- **Children are not to keep medication (including cough drops) in their possession at any time.**
- Medication must be in its original container and will be kept in the office.
- Over-the-counter medications, such as Tylenol or cough syrup, will not be dispensed unless prescribed by a physician. However, parents may come to the office to dispense non-prescription medication to their child.
- Parents are to collect all medications on the last day of class at the end of the year.

## Student Accident Policy

In the event a child becomes ill or sustains an injury, which is of an emergency nature while in PSCS care, 911 will be called. If deemed necessary, the child will be transported to the nearest hospital for care. If the illness or injury is of a less serious nature, PSCS personnel will evaluate, treat if necessary, i.e., cleansing a wound and notify parents. The supervising staff member will fill out an accident report form and it will be placed in the student's permanent file.

## SECTION VI - SPECIFIC DAYCARE POLICIES

PSCS Daycare is licensed by the Washington State Department of Early Learning. The daycare is affiliated with South Lakeshore Christian Church, which is a non-denominational Christian church. It is licensed to have 40 children on the premises, and cares for children 3 to 12 years of age.

The daycare provides a structured preschool atmosphere in the morning hours with extended activities offered in the afternoon. It also reinforces the importance of the learning process and good social and moral development.

The daycare hours are 6:30 a.m. to 6:00 p.m., Monday through Friday. It is open on half-days and most \*non-school days. (**\*The daycare will be closed on all Federal holidays.**)

### Admission Requirements:

- There will be an interview with the child(ren) *and* the parent before the child(ren) is accepted in to our Center.
- The parent or guardian filling out the application forms, including the financial information, must have **legal custody** of the child.
- Children must be at least three years old at the time of entry and fully potty trained. This means the child is able to ask to go to the bathroom and can function alone in the bathroom.
- The parent or legal guardian must **complete** and/or provide the following forms:
  - Application Packet (Must be filled out completely; if areas do not apply to child, write N/A).
  - Washington State Certificate of Immunization form.
  - *(This form must be printed out by the child's doctor. If the doctor does not participate in the on-line Certificate of Immunization Program, printed information on physician's letterhead is acceptable. We do not accept hand written information.)*
- **There will be a 30-day probation period from the day the child begins in which PSCS teachers and parents will have the opportunity to work together with the child(ren) to observe the behavior in the daycare setting. At the end of 30 days, the parent, teacher and director will meet to see if the daycare is meeting the child's and parent's needs.**
- Children may enter the Center no sooner than 2 days from the day all forms and payment are received. This gives the Director ample time to prepare the Center for his/her arrival.

### Re-Enrollment

- Each September there will be a re-enrollment period. **At this time, a new enrollment packet will need to be filled out.** This is necessary to update any changes that may have occurred. We ask that you keep the Director informed of any updates or new information pertaining to you and your child(ren). **It is important that we have current phone numbers, new work places, etc. Please keep these updated on a regular basis!**

## DSHS

We are a DSHS approved Daycare Center. The re-enrollment policy on the previous page also applies to DSHS students. **Co-payments set by DSHS must be kept current to keep students enrolled.** Parent/Guardian is financially responsible for late fees, non-payment of services, overtime charges, or for services not approved by DSHS.

### Withdrawal and Dismissal Policy

Parents may withdraw their child from the program at any time with two-week advance written notice. If a child is withdrawn without prior notice, parents will be expected to pay the equivalent of two week's daycare fees. **There is a \$15 withdrawal fee.**

Should you temporarily withdraw your child from the Center, we **cannot** guarantee that there will be an available position for your child upon your desire to re-enroll, unless you pay the normal fee.

**Any child causing bodily harm to themselves, other children, staff or any other persons involved in the Center is subject to dismissal without prior notice.**

**\*\*Delinquent accounts of 30 days may result in suspension of student from the Center. Delinquent accounts of 90 days will be turned over to a collection agency and expulsion of the student.**

### Center Hours

Daycare is open from **6:30 a.m. to 6:00 p.m., Monday – Friday.** The earliest a child may be brought to the Center is 6:30 a.m. Although daycare staff may be on site to prepare for the day before this time, children will not be admitted before 6:30 – no exceptions.

**After 6:00 p.m. a late fee of \$1.50 per minute will be charged.**

### Arrival Routine

It is important to you and your child to get off to a good start in the morning. Be sure to give yourself and your child ample time to say good-bye for the day and have a smooth transition. Arriving a few minutes early is a good idea. It is mandatory that you *escort* your child to daycare and *inform* the teacher that the child has arrived. All children coming into the Center must be signed in and out daily on the *electronic attendance tablet*. **You must sign your full signature and be sure that it is legible.**

### Holiday and Closure Schedule

The Center will be closed on the following days:

- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Daycare Cleaning Days **(August 24 & 25 TENTATIVE)**
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day
- New Year's Day

*Holiday and Closure Schedule Continued on Next Page*

### ***Holiday and Closure Schedule Continued...***

If a holiday falls on a Thursday, the Center will be closed on both Thursday *and* Friday . If the holiday falls on a Saturday, the Center will be closed on the preceding Friday. If the holiday falls on a Sunday, the Center will close on the following Monday. **The Center will close at 3 pm on Christmas Eve and New Year's Eve, when applicable.**

### **Vacation**

Ten (10) days of vacation are allowed annually **from the daycare** at no charge to those **enrolled in full time daycare**. **A Thirty (30) days advanced written notice is required.**

### **Summer Day Camp**

The summer day camp program runs mid June through mid-August. There is a \$80.00 registration fee and a \$80.00 activity fee (if field trips are planned) that is due by mid July. The children will participate in many special activities, creative crafts, field trips and other fun adventures. Detailed information will be sent home early Spring. Breakfast is served for students who arrive by 8:15 a.m. along with a morning and afternoon snack. A sack lunch will need to be provided by parents.

### **General Daily Schedule**

6:30-8:30	Welcome/Supervised Free Play, Wash Hands, <b><i>Breakfast 7:30 - 8:15 a.m.</i></b>
8:30-8:45	Clean up/school children to classes
8:45-9:00	Table Toys
9:00-9:30	Circle Time/Table Activity
9:30-9:40	Wash Hands/Bathroom
9:40-10:00	Snack
10:00-10:45	Center time/Table Activity
10:45-11:15	Outside Play time
11:15-12:00	Wash Hands/Bathroom/Group Time
12:00-12:30	Lunch
12:30-12:45	Bathroom
12:45-2:30	Rest
2:30-2:45	Rise and Shine/Bathroom
2:45-3:15	Table Toys
3:15-3:30	Afterschoolers Arrive
3:15-3:50	Snack
3:50-4:15	Discovery areas
4:15-4:25	Bathroom
4:25-4:55	Outside Play
4:55-5:00	Wash Hands
5:00-5:30	Discovery areas
5:30-6:00	Table toys/Games/Story
6:00	Pick up

### **Breakfast/Lunch/Snacks**

- Our Center provides **breakfast to children from 7:30-8:15 a.m.** each morning. This is provided free of charge.
- Two snacks are served daily as well, free of charge - a mid-morning snack and an afternoon snack.
- Lunches are to be provided by parents daily. Lunches must be well-balanced with a **minimum amount of sugar; no candy, gum or soda pop.**
- Please be aware that we will try our best to have the children eat their healthy foods that you have placed in their lunch before we let them eat their treats.
- Please only send one treat and **please do not send soda pop with lunches.** It will be sent back home.
- We have a microwave oven for lunches that require being warmed up. **Please send items that take no more than three-minutes or less.** Your child may not have time to eat if items to be heated take too long.
- It is also important that you send only child-sized portions for lunch. This may help with lunches that don't get eaten. You know your child's appetite, so please send appropriate portions.

### **Rest Time**

Rest is an important part of a child's day. A regular scheduled rest time is incorporated in the daily schedule. *The state requires* a supervised rest time for all children five and under who attend the Center for six or more hours a day or show a need for rest. Please do not bring your child in to the Center between 12:45 p.m. and 2:30 p.m., as it is very disruptive for the other children who are having their rest time. A resting mat and a fitted sheet is provided by the Center. The Center will launder blankets and sheets each week. Your child may bring a *small* blanket from home to be kept here during the week and can take the blanket home each Friday.

### **Extra Clothing**

We understand that in the life of a child, there are bathroom accidents, spills, and tumbles that require a change of clothes from time to time. It is **required** that each child has a **change of clothes** at the Center **at all times**. (Please mark all clothes clearly with your child's name.) When an accident does occur and your child uses his/her change of clothes, please remember to bring back another set the next day so that your child will have a change of clothes at all times. If your child does not have his/her own change of clothes, a change will be provided from the Center's supply. **These clothes need to be washed and sent back to the center the following day.** If you do not have a change of clothes, and there are none available in the daycare, you will be called to bring your child a change of clean clothes. *Thank you for your co-operation.*

### **Safety Standards**

For our mutual protection, if you are delegating someone else to pick up your child, the Center must be notified in writing, a call or text to the Director or Program Supervisor. Please give the teacher on duty the note for permission to pick up. A child otherwise, will only be released to a designated person on the enrollment form. We will only rely on the information provided by the enrolling parent.

### **Abuse Reporting**

The Center staff will report by telephone to Child Protective Services or the local law enforcement, if there is a reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect, or child exploitation as required under chapter 26.44 RCW.



