

# ISD-PRESCHOOL ACADEMY PROGRAM HANDBOOK



**Skyline Campus:**

1122 228th Avenue SE  
Sammamish, WA 98075  
(425) 837-7802

**Holly Street Campus:**

565 NW Holly St.  
Issaquah, WA 98027  
425-837-4011

## PURPOSE

ISD Preschool Academy is a program designed to educate preschool aged students through play, engaging activities, whole class and one on one instruction. Our mission is to prepare each of our students to be ready for Kindergarten and beyond.

## HOURS OF OPERATION

Pre-Kindergarten: Monday, Tuesday, Thursday, and Friday 8:30-2:30 PM  
Wednesday 8:30-12:30 PM

## DAYS OF OPERATION

ISD Preschool Academy operates Monday through Friday. We follow the ISD school calendar. Use this [link](#) to reference all non-school days.

## SCHOOL CLOSURE/LATE START/EARLY RELEASE

Closure:

- If all ISD schools are closed, we will be closed as well.
- If the ISD-campus location is closed due to power outage, flooding, etc. We will be closed as well.

Late Start:

- If all ISD schools will operate on a late start, our preschool will begin at the late start designated time. For example: ISD 2 hour late start, we will begin at 10:30 am.

Early Release:

- If all ISD schools will close early, parents will be contacted to pick up their child as soon as possible.

\*Closures are usually determined very early and are announced by the media starting at 5:30 AM. You may also check the school's website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu). If you feel the weather may create hazardous traveling conditions, continue to listen to the media throughout the day for early dismissal announcements. You may call the district general information number at (425) 837-7000 for a recorded announcement regarding late starts and closures.

## STUDENT ATTENDANCE

Parents are required to sign their child in/out of the school with their initials each day at drop off and pick up. This procedure is in place to monitor attendance. In the event of an emergency, the attendance form is the quickest way to account for the students on site that day. Parents are responsible for giving proper notification to the teacher if their child will not be attending the preschool session or if another authorized adult will be picking them up. Students will only be released to authorized adults noted within their registration forms. Always be prepared to provide photo identification when picking up.

## LATE POLICY

After 10 minutes past class time ending, a \$3 per minute late fee will be charged. If this continues to be an issue, further action will be taken. In the event of an emergency, please contact us.

## CHANGE OF SERVICE

Fees will not be prorated for absences due to illness or vacations.

## TREATING ILLNESS

Ill children will be separated from others and cared for in an isolated area within the preschool center. Parents will be notified to pick up their child as soon as possible. The parent will be advised of the signs and symptoms of the illness. Parents should establish an alternate plan in case they cannot pick up a sick child or they cannot be reached by telephone during the workday.

## EMERGENCY TREATMENT

In the event of an accident, preschool staff shall contact the parent immediately so the parent may arrange for care or treatment. If a parent cannot be reached, the physician in the child's records will be called. If neither the parent nor the family physician can be reached or, if in the judgment of the staff member, time does not permit further attempts to reach them, then personnel will administer first aid and call an ambulance if necessary.

In the event of a serious injury that requires immediate medical treatment, the preschool staff will call 911 for assistance. This will be followed by a call to the parents indicating the hospital or clinic to which the child has been taken.

## BATHROOM POLICY

At ISD Preschool Academy, we encourage and nurture independence. Thus, it is our policy that all students are fully potty trained prior to beginning our program. To be considered potty-trained children must...

- Demonstrate that they are able, on their own initiative, to go to the bathroom with little or no adult prompting or assistance
- Have the skill to wipe their own bottom
- Possess the ability to pull up and down their own clothing. Children should attend school in clothes that are easy for the child to pull up or down so they can use the bathroom with ease
- Have fewer than two accidents per week. Accidents are considered a rare occurrence. If accidents continue to occur beyond the first month of school, the issue will be addressed with parents in order to work towards a solution.
- Be wearing underwear exclusively during the school day.

## CLOTHING SUGGESTIONS

At ISD we want our students to have the ability to take advantage of every moment of our days filled with exploration, learning and engagement. Proper clothing plays an important role in this. We often take advantage of the different weather we see in our area for hands-on teaching opportunities and a day at school could easily include painting in the classroom, dancing to a favorite song and a muddy adventure on the forested trail. When getting dressed for your school day we make the following suggestions...

- Bottoms that are easy to pull up and down when using the restroom
- Closed toed shoes with good tread.
- Sleeves that can be rolled up easily for hand washing and art.
- Weather appropriate coat and footwear.
- Clothes that you do not mind getting a little messy.
- We also suggest you consider leaving a pair of rain boots in the classroom for our outdoor adventures.

## CORRECTION POLICY

In all matters of behavior correction, staff will attempt to communicate with the child and redirect activity through a variety of strategies. Staff will properly document behavior and notify the child's parent.

Although consistent routine and program organization should keep disciplinary measures to a minimum, Issaquah School District staff reserve the right to dismiss any child who, in their discretion, appears to be unable to function successfully in the program.

## PERSONAL ITEMS

All coats, shoes, boots, blankets, sweaters, pillows, etc. must be marked with the student's name. Neither the staff nor the district will be responsible for lost, damaged, or stolen items. Before bringing a student's toy or play materials from home, parents are advised to check with the teacher on the appropriateness of such items as consistent with school policy.

## SNACK

Nutritious snacks are provided. If your student has specific dietary needs or allergies, immediately notify the teacher and record this health information on your child's emergency card.

## LUNCH

The preschool schedule includes time for a lunch break. All students will be responsible for packing a lunch and bringing it from home. In the event that we find that one of our students has an allergy, we will ask for you to avoid bringing that food item for lunch.

## SHARING

We will have an opportunity for your child to “share” an item in front of the class once a week. Our preschool class will share every Friday. They may choose one item from home such as a toy, stuffed animal, picture from a vacation, etc. We ask that this item be appropriate (no weapons).

## BIRTHDAYS

We like to give our students an optional opportunity to do a birthday “celebration” during our snack time. Students have the opportunity to bring a treat to school and have their family members join us if they chose. It is the district’s policy that the treat be store bought. In addition, the district does not allow balloons in school buildings. If you would like to celebrate your child’s birthday please contact us ahead of time so we can make adjustments in our schedule.

## REGISTRATION

We begin our open enrollment process for the following school year in January. New families are added to the program’s enrollment or wait list based on a first come, first served model.

- ISD Preschool Academy fees are due in full on the 1st business day of each month. Payments will be made via email invoice.

## MONTHLY FEE SCHEDULE 2021-2022

5 day: \$1,100.00 (Full Day)