



# CITY KIDS SCHOOL

WHERE EVERY CHILD BELONGS

**Parent Handbook 2022-2023**

**City Kids School**, an outreach of City Ministries, admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or any other school-administered programs.

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# Statement of Purpose

City Kids School is a developmentally appropriate school serving children ages two through six years old. Our Christ-centered educational program is designed to encourage optimal growth in young children, including cognitive, social-emotional, language, gross and fine motor skills, self-help, and spiritual domains of learning. Our curriculum emphasizes interactive learning, exploration using all five senses, and meeting the educational needs of the whole child and family.

## Our Philosophy

City Kids School believes that the early years are the most important years of development. A child's work is his or her play. The role of City Kids School teachers is to support children as they engage in activities that encourage decision making, discovery and exploration, hands-on opportunities, and authentic learning experiences.

We place God at the center of our instruction and believe the Bible is the inspired Word of God. As part of our curriculum, we work to convey to the children the knowledge of God as their Creator and loving heavenly Father.

As unique individuals made in God's image, all children—regardless of race, background, or ability—have gifts to share. We have a responsibility to give each child the opportunity to develop and share his or her gifts as a valued member of our school community.

# Organization, Licensing, Participating in Washington Early Achiever, and Staff

City Kids School is an outreach of City Ministries. The school is licensed by the state of Washington and administered by the School Director. City Kids School participates in Washington Early Achievers, where the staff will receive educational support and training through trained coaches. Our teachers are trained and certified in Early Childhood Education. Parents may review information regarding the school's license in the school office.

## Developmental Screenings

Developmental screenings are conducted within 90 days of the first day of school. Results are shared with all parents within 30 days after the screenings have been completed. A parent's signature is obtained at that time to confirm receipt. The school will share information with families about how to find developmental services, when needed.

## Ongoing Developmental Assessment

Formal and informal assessments are used with all children at City Kids School and are conducted up to three times per year. Assessments may include pictures with anecdotal notes, sample work, and a report measuring the overall progress of each child. Documentation about each child's growth and progress will be shared with parents up to two times per year. City Kids School and Kinderling partner together to provide early intervention services of assessments at no cost to families to evaluate a child's abilities and needs.

# Parent Communication

There are four ways by which we communicate pertinent information to parents:

1. Emails from the school office.
2. “Tell-Me Tuesday,” a direct communication from the teacher.
3. “Take-Home Thursday,” school wide information, any special projects or updates sent home with students on Thursdays.
4. Clearstream text-messaging program, an effective way to connect and communicate directly with our parents about emergencies, school closures, snow days, etc. Please opt in by texting [CKSchool](#) to the phone number: 55498.

**Please regularly check all four avenues we use to communicate information.**

**Parents should contact the school office in the event of an emergency or to relay any other important information.**

School can be an important aspect of your child’s educational experience. We depend on the partnership between you, the parents, and the teachers to ensure your child’s optimal development. We encourage you to discuss questions or concerns you may have about your child’s development or classroom management with your child’s teacher and the School Director. Open communication between parents, teachers, and the school benefits your child’s experience at school.

Thank you for respecting teachers’ class time. Please schedule appointments outside of class to discuss any questions or concerns you may have about your child or the class.

# Safe and Secure

The City Kids School staff and teachers take extra precautionary measures to ensure your child's safety while they are at school and in our care. Our highest priority is safety and security over convenience. We want you to feel confident entrusting your child to our care while they are learning with us.

City Kids School has installed the Openpath access control system (a door locking mechanism) and a video doorbell for extra layers of protection during school hours. Please note the upstairs and downstairs doors to the school will remain locked.

If you arrive to school 10 minutes past the start time or pick-up time the doors will be locked. Your child will need to be checked-in or picked-up upstairs by ringing the school office doorbell.

Thank you so much for your cooperation and for valuing the safety of our children.

## Arrival and Dismissal

### Arrival and Pick-Up Procedures

In the interest of safety, parents must accompany their children to and from the car and the screening station. Cars should be parked in designated parking areas and not in the fire lane.

Children should not arrive more than five minutes before their class begins or be picked up later than 10 minutes after their class ends. Early arrivals and late pick-ups are an imposition on the teachers who have other responsibilities and commitments before and after class.

## **Arrival**

Please be prompt when dropping off your child. Parents must accompany each child to the screening station every day and complete the sign in process.

## **Dismissal**

Line up at the screening station and a staff member will bring your child to you.

In the event an adult other than yourself will pick up your child from school, please fill out a “Consent to Pick Up” form and give it to your child’s teacher. This adult will be asked to show a picture ID to confirm his or her identity.

## **Late Pick-Up Policy**

If a child is picked up more than 10 minutes late from any class or City Kids Club, a fine will be assessed. A record of late pick-ups will be kept. A written warning will be issued for the first late pick-up. Subsequent failures to pick up a child on-time will result in a late fee of \$2.00 for every minute the parent or designated adult is late.

Payment of late fees will be due on the day in which the late pick-up occurred and will be withdrawn on Jackrabbit.

As with all school policies, the students are our top priority. If a parent is not at school when class is being dismissed, his or her child may experience feelings of anxiety or even abandonment.

We thank you for your understanding and cooperation in enforcing this policy.



# Health and Safety

## Allergies and Health Concerns

For safety reasons, any health concerns, limitations or allergies **must** be noted in your child's registration packet and discussed with your child's teacher. In the case of an allergy, an Allergy/Intolerance Report must be filled out with a health plan and signed by a doctor. Emergency Medications and the Allergy/Intolerance Report must be brought to school (by the parent/guardian) on the **first day of school**, for each student with a life-threatening health condition requiring rescue medications. Both the rescue medication and the report must be brought to school on the first day of attendance. Please bring medication with original pharmacy label and signed Allergy/Intolerance Report to school in a 1-gallon clear Zip-Lock-bag labeled with the student's name.

We are a peanut-aware school. Please do not send peanut butter sandwiches or peanut products to school. Your child's teacher may also ask that tree nuts be restricted.

According to Washington State law, RCW 28A.210.320, the attendance of every child shall be conditioned upon the presentation before or on each child's first day of attendance at school of a medication or treatment order addressing any life-threatening health condition that the child has that may require medical services to be performed at the school. Once such an order has been presented, the child shall be allowed to attend school. This includes having an individual health plan in place by the child's first day of school. Since student safety is our priority, building principals will be contacting families that do not have required items.

## Bathroom and Handwashing Policy

To ensure health in our classrooms, upon arrival to school, children will be taken to the bathroom to wash his or her hands. Hand sanitizer in the classroom is used only as a supplement—never a replacement—for regular handwashing and is dispensed only by teachers. Your signed permission is required in our enrollment packet to authorize us to provide hand sanitizer to your child.

## Sick Child Procedures

Please keep your child at home if he or she displays any of the following symptoms (see our [website](#) under the Resource Tab for clarification of “[Keep Me Home If](#)”):

- Fever during the previous 24-hour period
- Heavy nasal discharge
- Persistent cough
- Vomiting or loose bowel movements during the previous 24-hour period
- Fussy, overtired, and generally not himself/herself
- Any symptoms of a communicable disease

Let the school office and your child’s teacher know of any pre-existing conditions your child may have so we can make sure your child is comfortable during a school day.

In the event your child contracts a contagious condition (communicable diseases such as chickenpox, strep throat, head lice, or any other condition reported by health authorities), or been exposed to the coronavirus, please immediately inform your child’s teacher and the School Director and keep your child home from school.

As a courtesy, please call the school office (425) 739-1227 to inform us if your child will be absent due to sickness. We will then notify your classroom teacher.

# Accident and Injury Policy, Disaster Preparedness

If a child becomes ill or is injured at school, the child's parents will be notified and if deemed necessary a parent or guardian may be asked to pick up their child from school. In the event a parent cannot be reached concerning an extreme emergency involving their child, the school may assume the responsibility of seeking medical assistance.

**It is crucial that parents keep all contact information current—their addresses, phone numbers, places of employment, and emergency phone numbers. Please give prompt, written notice of any changes to your contact information to the School Director (office) and your child's teacher.**

## Medication Policy and Practices

The school staff will not administer medication to children, except as required by law or in an emergency. An example of this exception would be the administration of an EpiPen for a life-threatening food allergy.

## Staff Health Training and Preparation

The school staff receives current training in First Aid and CPR. The School Director and teaching staff are constantly alert and responsive to the health and safety of the children. The staff and children practice proper hygiene, including handwashing before entering class, serving snacks, and after using the restroom.

## Disaster Preparedness

The school staff is trained to educate children about safe actions to take in event of a fire or an earthquake. We conduct fire drills monthly and disaster drills quarterly. We also maintain survival supplies and equipment at the school. It may reassure you to know that our building has been designated as a Red Cross Shelter.

In the case of a disaster, the plan for releasing children will be communicated to parents via Clearstream. Opt in by texting [CKSchool](#) to the phone number: 55498.

As an early learning provider, City Kids School has a written emergency preparedness plan in accordance with the [WAC 110-300-0470](#). A full copy of our disaster preparedness plan can be found in the school office and in the binders outside the classrooms.

## Pesticide Policy

Periodically, our custodial staff uses pesticides around the outside of the school building. Parents will be notified 48 hours in advance. For more details, please see the Pesticide Policy Manual maintained in the school office.

## Classroom Expectations

Expectations for classroom behavior reflect our understanding that children are active learners and learn best through playful engagement with their environment and classmates. During active play, there will be times when children have disagreements and conflicts. We take these moments as opportunities to teach children to treat others with kindness and respect, encourage their problem-solving skills, and assist them in verbally working out a solution or resolution.

When conflicts arise, teachers coach children, modeling words and actions that foster problem-solving

and negotiation skills. Teachers will intervene if it appears that a child is going to hurt another child or themselves, or when property is being damaged. Teachers will never use physical punishment or verbal abuse with any child.

If a child's behavior becomes harmful to himself or herself or others, the child may be removed from the class and the parents will be contacted. The School Director, teachers, and parents will meet and discuss a plan for helping the child learn to moderate and control his or her behavior.

## **Suspension Policy**

At City Kids School, we will work with each individual child to promote consistent care and maximize opportunities for child development and learning. However, when a child exhibits behavior that presents a serious safety concern for the child or others, the School may suspend the child. Examples of such behavior include, but are not limited to, hurting or threatening to bring physical harm, "put downs," profanity or obscene language, biting, throwing objects, hurting others with their body, and hitting others with objects. The age appropriateness and severity of the behavior will be examined on a case-by-case basis.

Except for in the case of an emergency suspension, we will first notify the child's parents or guardians to arrange a virtual or in-person meeting to explain and discuss the behavior the child exhibited, why the child's behavior presents a serious safety concern for the child or others, and details concerning the proposed suspension. The child's parents or guardians will also have an opportunity to provide additional details and explain their perspective. If we believe an emergency suspension is appropriate, we will notify the child's parents or guardians of the suspension and arrange a meeting as soon as reasonably possible.

If we decide to proceed with the suspension, we will provide written notice to the child's parents or guardians stating the behavior the child exhibited, why the child's behavior presents a serious safety concern for the child or others, and the details concerning the suspension, including, for example, the length and dates of the suspension and whether and how educational support will be provided during the suspension.

The School will evaluate the situation and circumstances surrounding the suspension to determine whether the safety concern can be reduced or eliminated through reasonable modifications. If a child persists in exhibiting a pattern of repeated behavior that presents a serious safety concern for the child or others, we will review the Expulsion Policy with the child's parents or guardians and provide the additional supports described therein.

The decision to suspend a child, the length of the suspension, and whether any educational support will be provided during the suspension is within the sole discretion of the School Director and governing authorities.

Suspension of a child shall not exceed ten (10) days per term (e.g., fall term, spring term).

Please direct all questions concerning this Suspension Policy to the School Director at (425) 739-1227 or [sheryl@citymin.org](mailto:sheryl@citymin.org).

# Expulsion Policy

At City Kids School, we will work with each individual child to promote consistent care and maximize opportunities for child development and learning. However, when a child exhibits a pattern of repeated behavior that presents a serious safety concern for the child or others, and the School is not able to reduce or eliminate the safety concern through reasonable modifications, the child's enrollment will be terminated. Examples of such behavior include, but are not limited to, hurting or threatening to bring physical harm, "put downs," profanity or obscene language, on-going biting, throwing objects, hurting others with their body, and hitting others with objects. The age appropriateness and severity of the behavior will be examined on a case-by-case basis.

Prior to expulsion of services due to a child's behavior, we will provide the following supports:

- We will create positive climates and focus on prevention.
- We will develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors.
- We will ensure fairness, equity, and continuous improvement.
- We will work toward a goal of ensuring that all children's social-emotional and behavioral health are fostered in an appropriate high-quality early learning program.
- We will meet with the child's parents or guardians to review this Expulsion Policy and develop a behavior plan, and a copy of the plan will be provided to all teachers and support staff, as well as to the child's parents or guardians.
- We will continue to meet with the child's parents or guardians on a weekly basis, or more frequently, as needed.

During this process, we may determine that suspension of a child is appropriate. Any such suspension shall be according to the School's Suspension Policy. However, suspension is not required prior to termination of a child's enrollment.

If the child is expelled, we will provide the additional following supports to the child's parents or guardians:

- We will meet with the child's parents or guardians to review this Expulsion Policy.
- We will provide the child's parents or guardians a record of the incidents that led up to the expulsion, including the date, time, staff involved, and details of the incidents.
- We will provide the child's parents or guardians a record of the steps that were taken to avoid expulsion, including a description of the environmental changes, staff changes, and other reasonable modifications that were made.
- We will provide the child's parents or guardians referrals to community-based resources, programs, and/or settings that may benefit the child.

As required by Washington law, the School will report the expulsion, together with the child's demographic data, to the Washington State Department of Children, Youth, and Families.

Please direct all questions concerning this Expulsion Policy to the School Director at (425) 739-1227 or [sheryl@citymin.org](mailto:sheryl@citymin.org).



# Clothing

Children should be able to relax and enjoy their learning experience without being concerned about getting their clothing stained or dirty. Please send your child to school wearing washable, comfortable play clothes. Closed-toe shoes that stay on the feet must always be worn. No flip flops, or open-toed shoes please.

We enjoy outdoor activities daily, when possible. Please send your child to school with a coat or lightweight jacket, hat/hood, mittens, and boots to keep him or her warm, dry, and comfortable during recess and other outdoor activities.

Please also provide a change of clothes and shoes for your child in case he or she gets wet or has an accident. Please label the bag and all clothing and other personal items, such as back packs, so that they will be returned to you.

# Snacks and Lunch

The full-day programs incorporate morning snack and lunch into the learning and socialization process of their day. Each child enrolled in a full-day program should bring his or her own morning snack and lunch to class.

Each child attending half-day classes should bring their own snack to enjoy during class.

Please remember we are a peanut-aware school. No peanut butter sandwiches or peanut products, please. Additionally, please label lunch boxes/bags so that they will be returned to you.

# School Closures

Our school follows the Lake Washington School District's closures. Our policy is that if the district is delayed, cancelled, or closed due to inclement weather, then City Kids School will also be delayed, cancelled, or closed. Follow LWSD closures on [lwsd.org](http://lwsd.org).

In such cases, you will receive a school-wide text via our emergency alert system (Clearstream) notifying you of the day's schedule. Please opt in by texting **CKSchool** to the phone number: 55498.

## Make-up Day Policy

City Kids School will attempt to make up missed school days beyond the first two full days of closure (delayed starts are not eligible for make-up days). Make-up days are scheduled in collaboration with the school office and staff.

# Child Abuse Reporting Requirements

Teachers at City Kids School are mandatory reporters of child abuse. A teacher who has a reasonable cause to believe that child abuse or neglect has occurred must comply with the child abuse reporting laws, including reporting to the proper law enforcement agency.

# Educational Programs Offered

## 2-Day and 3-Day Preschool Classes

These classes are perfect for both first-time preschoolers and children who have previously been in co-op or other preschool settings. The classrooms are filled with age-appropriate learning and are rich and stimulating, with opportunities for all learning styles. City Kids School offers half-day 2-Day Preschool classes, and half- and full-day 3-Day Preschool classes

**Children attending our 3-Day Preschool classes must be potty-trained.**

## Pre-Kindergarten Classes

Our Pre-Kindergarten classes are designed to equip and provide an environment that challenges them academically, physically, socially, and spiritually. Each class recognizes different learning styles and individual needs. City Kids School offers full- and half-day Pre-Kindergarten classes.

## Kindergarten Classes

These classes are designed to layer understanding and knowledge so that students are equipped for later elementary school years. Each class helps build confidence to empower students to problem solve and make decisions and choices. City Kids School offers full- and half-day Kindergarten classes.

## City Kids Club

City Kids Club (“CKC”) is an after-school extracurricular elective for students who are enrolled in any of our half-day classes. CKC will extend your child’s enrichment from his or her morning class. Your child must be potty-trained to attend.

CKC is a theme- or unit-based elective designed to give your child further hands-on experiences in a fun and loving environment.

Parents must send their child with his or her own lunch and beverage. Please label the lunch boxes/bags. No peanut butter sandwiches or peanut products, please.

City Kids Club requires pre-registration enrollment to secure a space. Your child may attend CKC three or four days per week.

# Enrollment and Admissions Requirements

## **2-Day Preschool:**

Monday & Wednesday Morning Class

Children must be 2.5 by August 31st.

Tuesday & Thursday Morning Class

Children must be 2.5 by August 31st.

## **3-Day Preschool:**

Monday, Tuesday, & Thursday Morning Class

Children must be 3 by August 31st and potty-trained.

Monday, Tuesday, & Thursday Full-Day Class

Children must be 3.5 by August 31st and potty-trained.

## **Pre-Kindergarten & Pre-Kindergarten Plus:**

Monday through Thursday Morning Class

Children must be 4 by August 31st.

Monday through Thursday Full-Day Class

Children must be 4 by August 31st.

## **Kindergarten:**

Monday through Thursday Morning Class

Children must be 5 by August 31st.

Monday through Thursday Full-Day Class

Children must be 5 by August 31st.

## **Mid-Year Enrollment:**

All students enrolling in City Kids School must meet the age requirement established in the guidelines above.

**Please note: Low enrollment may result in a class being cancelled or combined.**

# Family Involvement with Transitions

City Kids School encourages and facilitates parental involvement with transitions for children moving from preschool to Pre-K, and from Pre-K to Kindergarten. A Meet the Teacher Day is scheduled each year before school begins to give parents a chance to meet the teachers and ask questions. Pre-K and Kindergarten teachers will visit preschool and Pre-K classrooms, and parents are provided information about the Pre-K and Kindergarten programs. During the summer before the transition, parents of transitioning children will receive a welcome letter to inform them about how to get involved and prepare their child for the upcoming school year.

## Financial Responsibilities

### Payment Procedures

#### Jackrabbit Care

We are pleased to partner with Jackrabbit Care, the most comprehensive and intuitive parent portal in the industry. Parents can login to the Parent Portal with their own User ID and Password to do the following:

- ✓ Update contact information.
- ✓ Change billing information.
- ✓ Make a payment.
- ✓ Update emergency contact/medical information.
- ✓ View recent statement and current policies.

In addition to the customer service provided by Jackrabbit Care, we are committed to serving you. Please do not hesitate to contact the School Director at (425) 739-1227 or [sheryl@citymin.org](mailto:sheryl@citymin.org) if you have billing or payment questions.

## Classes and Tuition

<b>Half-Day Sessions</b>	<b>Annual Tuition</b>	<b>10 Payments*</b>
2-Day Preschool	\$3,450.00	\$345.00
3-Day Preschool	\$4,250.00	\$425.00
Half-Day Pre-K	\$5,460.00	\$546.00
Half-Day Kindergarten	\$5,460.00	\$546.00

<b>Full-Day Sessions</b>	<b>Annual Tuition</b>	<b>10 Payments*</b>
3-Day Preschool	\$6,600.00	\$660.00
Pre-K Plus	\$8,200.00	\$820.00
Kindergarten	\$8,200.00	\$820.00

<b>City Kids Club (after-school extracurricular)</b>	<b>Annual Tuition</b>	<b>10 Payments*</b>
3 days per week	\$1,700.00	\$170.00
4 days per week	\$2,000.00	\$200.00

\*Tuition is an annual fee payable in full or in 10 monthly installments from August-May. Tuition is due once billed and is non-refundable. If tuition is paid in full, the payment will be processed on the first business day in August. If tuition is paid in 10 monthly installments, the first of the 10 payments will also be processed on the first business day in August. The process of making tuition payments in August serves both to confirm a family's intention to attend City Kids School and to cover June tuition. The remaining installment payments will be processed on the first business day of each of the following months of the school year, with the last of the 10 payments processed on the first business day in May, and no payment in June. City Kids School relies on both processes to make budget decisions for its fiscal year and to make commitments for the upcoming school year.

## **Midyear Enrollment**

Students who enroll midyear follow the same payment schedule as current students. Prorated tuition for midyear enrollment is payable in full or in monthly installments. If tuition is paid in full, the payment will be processed on the first business day of the month before the student begins attending City Kids School. If tuition is paid in monthly installments, the first payment will also be processed on the first business day of the month before the student begins attending City Kids School. The advance payment of tuition serves both to confirm a family's intention to attend City Kids School and to cover June tuition. The remaining installment payments will be processed on the first business day of the month the student begins attending the school, continuing each of the following months of the school year, with the last payment processed on the first business day in May, and no payment in June.

## **Discount Information\***

A 5% discount is offered on tuition for the second and third siblings enrolled in City Kids School. This discount is applied to the lower tuition. There is no discount on tuition for days missed while school is in session.



## Late Payments

City Kids School encourages the responsible billing party to meet with the School Director any time a financial problem arises. Many problems may be avoided or resolved with early communication. Tuition payment amounts are due on the first business day of each month and are considered late if they cannot be processed on that date. If payment is declined for whatever reason, the responsible billing party will be notified to update their payment information on the Parent Portal and submit payment through the “Pay Now” link. Failure to make a payment by the 5th of each month will result in a \$35 late fee.

## Leave of Absence During the School Year

In the event of your child’s extended leave from school, no refund or discount will be made for missed days while school is in session. To keep your child’s space in the class, tuition must be paid during your child’s extended leave.

## Withdrawal

Parents who withdraw their child from City Kids School before the end of the school year must submit a notice of withdrawal to the school office **at least 30 days before the date of withdrawal** in order to be eligible for a refund. The withdrawal notice may be submitted by email to the School Director at [sheryl@citymin.org](mailto:sheryl@citymin.org). Pro-rated tuition is only available to families who withdraw by the 15<sup>th</sup> of the month.

Students who submit a withdrawal notice and continue to attend classes after the 15th day of the month in which they are withdrawing will pay a full month’s tuition, regardless of when the withdrawal notice was submitted.

The finance department will review and process all refunds of prepaid tuition and bill all monthly tuition

according to these guidelines. **No refunds will be given after April 30th.**

If you have any questions concerning withdrawal, including the timeframe in which a 30-day withdrawal notice should be submitted, please contact the School Director at (425) 739-1227 or [sheryl@citymin.org](mailto:sheryl@citymin.org).

## Questions

Please direct all billing or payment inquiries to the School Director at (425) 739-1227 or [sheryl@citymin.org](mailto:sheryl@citymin.org).

## Referral Bonus

### The “Refer-A-Friend” Program

The “Refer-A-Friend” program is an incentive program for current parents to encourage their friends to join them at City Kids School. Each family who refers a friend that completes the registration process will receive a \$25 credit toward their child’s tuition.

# Contact Us

Please do not hesitate to contact the school office with any questions you may have about the information presented in this Parent Handbook. Additionally, please contact the school office to communicate any simple instructions you have for your child or his or her teacher, or to notify the school that your child is sick or will be late to class.



**Sheryl Nelson,  
School Director**

Phone: (425) 739-1227

Email: [sheryl@citymin.org](mailto:sheryl@citymin.org)



**Kiley Stinnette  
Program Assistant**

Phone: (425) 803-2348

Email: [kiley@citymin.org](mailto:kiley@citymin.org)

City Kids School [website](#)



# Notes

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## City Kids School

9051 132<sup>nd</sup> Ave NE  
Kirkland, WA 98033

(425) 739-1227

[citymin.org/city-kids-school/](http://citymin.org/city-kids-school/)

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