



**PURSUIT
Elementary**

PARENT HANDBOOK 2025-2026

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PURSUIT Elementary

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INTRODUCTION

THE IMPORTANCE OF CHRISTIAN SCHOOL EDUCATION

Faith, values, and education are rooted in our families and our community. As a church and school, our vision is to come alongside your family and support the discovery and development of your children as unique and gifted creations with distinct purpose and plan for their life.

We are helping educate children to perceive the world around them from a Christian worldview, evaluate right from wrong, good and evil, and learn Biblical truth. We walk with students as they choose to walk with Jesus, this includes modeling a heart of Christ followed by a transformation of the mind.

A NOTE FROM THE PRINCIPAL

Welcome to the new school year!! Thank you for entrusting your child with us. We are honored for the opportunity to steward the first years of your child's education. We believe strongly in transforming the mind as well as the soul.

No matter their age, we empower kids to pray with authority and worship fearlessly. Jesus said the kingdom of heaven belongs to the children; therefore, we teach them they are heirs to the throne and have Holy Spirit power living inside of them. We partner with parents in introducing the love of Jesus to their children and help our students foster a relationship with Him as their foundation.

This Parent Handbook is designed to provide you with important information about our policies, procedures and programs. We believe that a strong partnership between home and school is essential to student success and this handbook is one of the many ways we aim to keep communication open and expectations clear.

The Pursuit School exists to raise Kingdom changers accomplished through quality education of mind, body, and spirit.

Thank you again for entrusting us with an opportunity to shepherd your most precious gift. We are excited about the journey ahead and look forward to a wonderful year of learning, growth and shared success. We will raise our children in revival.

OUR GOALS

It is our belief that children are a gift from God to be nurtured and trained so they may grow strong in character. Our goal is:

- To nurture and train children to grow in godliness of character and action.
- To provide experiences rich in creativity, exploration, and expression.
- To provide an environment that will challenge and excite young minds.
- To faithfully teach a basic and fundamental educational program in a consistent manner.
- To cooperate with parents in the responsibility to train up a child in the way they should go.

MISSION STATEMENT

We exist to glorify God and in doing so, bring people into an encounter with the presence of God.

PURPOSE AND VISION

Pursuit School exists to partner with families in engaging their children in a distinctive Christian academic environment of excellence, discovery, and growth.

WE PURSUE GOD

Jesus is at the center of who we are and what we believe. God has invited us to follow Him on a great adventure, and we have committed to relentlessly seek after Him.

WE PURSUE COMMUNITY

We believe the character of God is best demonstrated in the way we love and serve each other. We are intentional about creating a climate in which people feel connected to each other.

WE PURSUE PEOPLE

We believe in living an “outward focused” life, always bringing the Gospel of good news to all people.

WE ARE ABOUT REVIVAL

Revival in our day is the heartbeat of our community.

BELIEFS

We place God at the center of our instruction and believe the Bible is the inspired Word of God. We believe each child is created in God's image, created to worship Him, created to carry His presence wherever they go, created to listen to the voice of God, and created to learn God's ways.

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.

We believe:

- The Bible is the inspired, infallible, and authoritative Word of God and is the sole and final source of all we believe. (John 16:13; II Timothy 3:15-17; II Peter 1:21; I Thessalonians 2:13)
- There is one God, eternally existent in three persons, Father, Son, and Holy Spirit. (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22; John 14:16)
- The deity of our Lord Jesus Christ (John 1:1, 14; 20:28-29; Philippians 2:6-11; Isaiah 9:6; Colossians 2:9)
- His virgin birth (Matthew 1:18; Luke 1:34-35; Isaiah 7:14)
- His sinless life (II Corinthians 5:21; Hebrews 4:15; 7:26-27; I John 3:5; I Peter 2:22)
- His miracles (Matthew 4:23; Luke 6:17-19; John 3:2)
- His vicarious and atoning death through His shed blood (Colossians 1:14, 20; Romans 5:8-9; Ephesians 1:7)
- His bodily resurrection (I Corinthians 15:3-4; Luke 24:4-7, 36-48; Revelation 1:17-18)
- His ascension to the right hand of the Father (Acts 2:33; 5:30-31; I Peter 3:22)
- His personal return in power and glory (Acts 1:11; Philippians 2:9-11; I Thessalonians 1:10; 4:13-18; John 14:1-3)
- This does not exhaust the extent of our beliefs.

RELATIONSHIP OF PURSUIT SCHOOL WITH PURSUIT NW CHURCH

Pursuit School was born out of the Pursuit NW churches commitment and vision to provide a distinctively Christian environment where children may grow physically, academically, emotionally, and spiritually. The school's authority falls directly under PURSUIT's Board of Directors and its policies. As a ministry of the church, all School policies, procedures, and practices are in congruent with and follow in accordance with PURSUIT's governing policies (including, but not limited to, its constitution and bylaws.)

ADMISSION REQUIREMENTS

ADMISSION STANDARDS

Admission to Pursuit School is by application. The School admits students of any color, race, national or ethnic origin. We do not discriminate based on color, race, national or ethnic origin or disability. The School cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

INCLUSIVITY

We believe all children are uniquely and purposely created with a distinct purpose and plan.

The school reserves the right to admit or dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications, including a willingness to cooperate with the school administration to abide by its policies, guidelines, and regulations.

Pursuit School, an outreach of The Pursuit Church, 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.

PARENT HANDBOOK ACKNOWLEDGMENT

Parents are provided the Parent Student Handbook during the enrollment of a student. Verification of receipt and acknowledgment is required for complete enrollment, certifying consent to all governing policies and procedures of the School.

FINANCIAL POLICY

TUITION

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, except as set forth in the “Withdrawals/Discontinued Services” section below.

If tuition is paid in full, the payment will be due on the first of August. Once paid, one tenth of the payment will be automatically applied to prepay June tuition. The prepayment of June tuition confirms the family’s intent to attend Pursuit Elementary. It is completely non-refundable and cannot be applied to the tuition due for any other month of the school year.

If tuition is paid in 10 monthly installments, the first of the 10 payments will also be due on the first of August. This first August payment will be automatically applied to prepay June tuition. The prepayment of June tuition confirms the family’s intent to attend Pursuit Elementary. It is completely non-refundable and cannot be applied to the tuition due for any other month of the school year. The remaining installment payments for tuition for the months of September through May will be due on the first of each of those months and pay the child’s tuition for the current month that they are attending. For example, the September tuition payment is paid at the beginning of September and pays for the child’s tuition during the month of September, the October tuition payment is paid at the beginning of October and pays for the child’s tuition during the month of October, and so on.

The monthly installment payment schedule is shown in the table below.

Monthly Tuition Installment Payments	Due on the 1 st business day of the month:	Restrictions
June tuition	August	This first payment is automatically applied to prepay June tuition. It confirms the family’s intent to attend Pursuit Elementary, is completely non-refundable, and cannot be applied to the tuition due for any other month of the school year.
September tuition	September	Tuition paid September through May is non-refundable, except as set forth in the “Withdrawals/Discontinued Services” section below.
October tuition	October	
November tuition	November	
December tuition	December	
January tuition	January	Tuition is paid at the beginning of each month and pays for the child’s tuition during that month.
February tuition	February	
March tuition	March	
April tuition	April	
May tuition	May	

MIDYEAR ENROLLMENT

Students who enroll midyear follow the same payment schedule as current students. Pro-rated 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 day of the month before the student begins attending Pursuit Elementary. A portion of this payment will be automatically applied to prepay June tuition (for example, if the child is enrolled for 6 months of the school year from January to June, one-sixth of the payment will be applied to prepay June tuition). The prepayment of June tuition confirms the family's intent to attend Pursuit Elementary. It is completely non-refundable and cannot be applied to the tuition due for any other month of the school year.

If tuition is paid in monthly installments, the first payment will also be processed on the first day of the month before the student begins attending Pursuit Elementary. This first payment will be automatically applied to prepay June tuition. The prepayment of June tuition confirms the family's intent to attend Pursuit Elementary. It is completely non-refundable and cannot be applied to the tuition due for any other month of the school year. The tuition payments for the remaining months of the school year through May will be processed on the first day of each of those months and pay the child's tuition for the current month that they are attending. For example, the January tuition payment is paid at the beginning of January and pays for the child's tuition during the month of January, the February tuition payment is paid at the beginning of February and pays for the child's tuition during the month of February, and so on.

DISCOUNT INFORMATION

Sibling Discount: A discount is offered on tuition for the 2nd, 3rd and 4th siblings enrolled in Pursuit Elementary. This discount will be applied to the lower tuition.

- 1st Child - Full Price
- 2nd Child - 10% discount
- 3rd Child - 20% discount
- 4th Child - 25% discount

Tuition Paid in Full: tuition paid in full on or before August 1st will receive a 3% discount. Contact the school office to make your payment.

LATE PAYMENTS

Pursuit Elementary encourages the responsible billing party to meet with the School Principal any time a financial problem arises. Many problems may be avoided or resolved with early communication. Tuition payment amounts are due on the first day of each month and are considered late if they cannot be processed on that date. If payment is declined for whatever reason, the billing party responsible will be notified to update their payment information on [ClassReach](#) and submit payment with the updated payment information. 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/DISCONTINUED SERVICES

The school office must be informed in writing if a student will be withdrawing from Pursuit Elementary before the end of the school year. The written notice must be received by the school office 30 days before the child's withdrawal (for example, 30 days before the child stops attending class). The written withdrawal notice must be provided by email to the School Principal at school@thepursuitnw.com or by hand delivery or mail to the school office. An exit interview with the Principal is required in order to complete the withdrawal process. Failure to submit a 30-day written notice will result in monthly tuition being assessed until 30 days after the school office is properly notified of the child's withdrawal (for example, the family will continue to pay tuition until 30 days after the family provides written notice to the school office that they are withdrawing their child from the school).

No refunds will be given without a 30-day written notice. No refunds will be given after April 30th. Families who withdraw their child before their child begins attending class - whether they enrolled in August before the school year begins or enrolled mid-year - will only be refunded tuition prepaid for the months of September through May.

Pro-rated tuition is only available to families who withdraw by the 15th of the month (for example, if the child stops attending class after the 15th of the month) and only during the months of September through April. No pro-rated refunds will be given to families who withdraw after the 15th of any month (for example, if the child attends class after the 15th of the month).

Absolutely no refunds will be given for prepaid June tuition, and prepaid June tuition cannot be applied to tuition due for any other month of the school year.

Example: On January 16, a family provides a written notice of withdrawal to the school office that they are withdrawing their child from the school and that the child's last day to attend class will be February 16. According to this policy, the family will pay tuition for the full month of February because their child is withdrawing on February 16 and because no pro-rated refunds are given to families who withdraw their child after the 15th of the month. The family cannot apply prepaid June tuition to pay for tuition for the month of February because prepaid June tuition cannot be applied to any other month of the school year. The family will not be refunded prepaid June tuition because prepaid June tuition is completely non-refundable. If the family prepaid tuition in full before their child began attending class, they would be refunded tuition for the months of March, April, and May.

The finance department will review and process all refunds of prepaid tuition and bill all monthly tuition according to these guidelines.

If you have any questions concerning withdrawal, including the timeframe in which a 30-day withdrawal notice should be submitted, please contact the School Principal at (425) 739-1227 or sheryl@thepursuitnw.com.

Pursuit Elementary reserves the right to:

- Cancel any class;
- Balance class ratios; and
- Discontinue school services as set forth in the Termination of Services section below.

TERMINATION OF SERVICES

Parents may terminate services and withdraw their child from Pursuit Elementary according to the terms and conditions set forth in the section of this handbook entitled, "Withdrawal." The following are conditions that may cause Pursuit Elementary to immediately terminate services and a child's enrollment:

- Family members or other adults not meeting program requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the childcare facility, staff, or policies.
- Continual late tuition payments or other unpaid fees.
- Continual late arrivals or pick-ups.

Please direct all questions concerning this termination of services policy to the School Principal at (425) 739-1227 or sheryl@thepursuitnw.com.

REFERRAL BONUS

The "Refer-A-Friend" program is an incentive program for current parents to encourage their friends to join them at Pursuit Elementary. For each family who refers a friend, and that friend completes the registration process, you will receive a \$250 tuition credit.

EMERGENCY CLOSURES

Our Kirkland campus follows the Lake Washington School District's closures. Our Snohomish campus follows the Snohomish School district closures. Our policy is that if the district is delayed, cancelled, or closed due to inclement weather, then Pursuit Elementary will also be delayed, cancelled, or closed.

Follow LWSD closures on lwsd.org.

Follow [Snohomish district](http://Snohomish.district) closures on sno.wednet.edu/our-district/weather

In such cases of emergency, parents will be notified through ClassReach.

COMMUNICATIONS

Communication is important for the success of your child's education. 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 through ClassReach.
3. ClassReach: an effective way to connect and communicate directly with our parents about weekly events, school closures, snow days and emergencies.

Please regularly check all these 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 is 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 Principal. Open communication between parents, teachers, and the school benefits your child's experience at school. Since the beginning and end of the school day may allow minimal time for deeper conversations with your child's teacher, please email your student's teacher to schedule time for a discussion. Thank you for respecting teachers' class time.

ARRIVAL AND PICK-UP PROCEDURES

In the interest of safety, parents must accompany their children to and from the car and the check-in 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 a challenge to the teachers who have other responsibilities and commitments before and after class.

ARRIVAL

Please be prompt when dropping off your child. If you arrive more than 10 minutes after your class starts, you will need to check in at the school office.

DISMISSAL

Line up at the check-in 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, 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 the late pick-up occurred. The late fee charge will be added to the family's financials page in ClassReach. Parents/Guardians must [login](#) to ClassReach to make the payment.

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

FOOD AT SCHOOL

Many children have food allergies and sensitivities. We are an Allergy Aware school. Please do not bring any nuts to school. We also encourage you to limit sweets for snacks and use this opportunity to teach your child about making nutritious snack choices. If your child has severe food allergies, please plan to talk with your classroom teacher about a plan for your child.

ALLERGIES AND HEALTH CONCERNS

For safety reasons, any health concerns, limitations or allergies **must** be noted in your child's enrollment 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/before 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 before the child can attend. 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. Medication brought must match the medication listed in the allergy report that is signed by your doctor. No expired medications.

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, the school office will be contacting families that do not have required items.

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 Principal (office) and your child's teacher. If you need to make updates on ClassReach, [click here](#) to login to your account.

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.

Please do not place any kind of medicine, including Tylenol, ibuprofen, vitamins, and cough drops in your child's lunch box, backpack, or pockets

STAFF HEALTH TRAINING AND PREPARATION

The school staff receives current training in First Aid and CPR. The School Principal 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 ClassReach.

Pursuit Elementary 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.

ILLNESS

Please keep your child at home if he or she displays any of the following symptoms:

- 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, please immediately inform your child's teacher and the School Principal and keep your child home from school.

Communicable diseases:

- Chicken Pox - all lesions are dry and crusted
- Strep throat - on an antibiotic for 24 hours and no fever
- Measles, German measles - rash and fever gone
- Mumps - swelling, temperature down
- Conjunctivitis (pink eye) - on medication at least 24 hours.
- Head lice - following medical treatment.
- Hand Foot Mouth Disease

As a courtesy, please email your teacher and the school office to inform us if your child will be absent due to sickness.

You may send your child back to school:

- If a child has been taking an antibiotic for 24 hours.
- Fever or other symptoms are not present for 24 hours.
- Vomiting, diarrhea, or temperature above normal are not present for 24 hours without fever reducing medication.

IMMUNIZATION REQUIREMENTS

Our Schools are required by the State of Washington to maintain proper immunization records. The School must have a completed and signed Washington State Certificate of Immunization Status Form (or Certificate of Exemption) on file by the first day of school or the student will not be permitted to attend classes. Washington State immunization requirements vary by the age and/or grade level of the student and are modified frequently. In order to accurately determine which vaccines are necessary for your student please refer to the Washington State Department of Health website. Copies of these forms are also available in each School Office.

EXEMPTIONS:

There are only two exemptions allowed under Washington State law and are as follows:

1. Medical exemptions (which require a physician's signature), or
2. Personal/religious exemptions (which require a parent/guardian signature and a health care provider's signature).

CLASSROOM EXPECTATIONS

The Pursuit School uses strategies that are used in establishing a positive classroom environment including room arrangement, consistent routines, class rules, and developmental activities.

When conflicts arise, teachers coach student's, 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 student or themselves, or when property is being damaged. Teachers will never use physical punishment or verbal abuse with any child.

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

Best Practices:

- **Redirection:** Redirecting the student's attention to a different activity that is more acceptable.
- **Setting Rules & Limits:** Rules should be simple and few, explained clearly, and enforced.
- **Listening:** It is important to listen to a student, and ask questions, before attempting to resolve problems to help a student work through difficulties. Listening is one way of being aware of a child's thinking and feeling.
- **Offering Choices:** Children like to have some control over what happens to them. Offer children good choices that are appropriate and then accept their decisions.
- **Acceptable Outlets for Expressing Feelings:** Helping children to express strong feelings in a safe, effective manner.
- **Avoid Over Stimulation:** Too many choices and options may overwhelm children. Allow them an appropriate number of choices.
- **Positive Guidance:** Guidance methods, which build children's self-esteem, and confidence in themselves. Directions and rules are stated in a positive way such as, "Please walk", instead of "No running".
- **Natural & Logical Consequences:** Actions result in consequences whether negative or positive.
- **Age-Appropriate Activities:** Activities and equipment that are relevant and safe for the student promote growth and development.
- **Avoid Unrealistic Expectations:** It is important that the teacher understands the skills and abilities of each individual student.

Through these practices, we strive to maintain a nurturing, safe, and inclusive classroom where all students can grow and thrive.

MANDATED REPORTING

Teachers at Pursuit Elementary 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. Staff must file a written notice to the school Principal as well as Pursuit Human Resources within 24 hours.

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 for class.



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