 

**Welcome!**

It is a pleasure to welcome you and your child to Timberlake Christian School Programs! We have been dedicated to delivering a fun, nurturing, learning, Christian environment for years. We encourage parent participation by sharing your ideas and input for developing a strong school community. TSP teachers and staff welcome your contributions by participating in our school events throughout the year. Children flourish when they feel safe and loved and together, we can make a positive influence, which allows each child the ability to grow and learn the love of school and its environment.

This handbook has been prepared to acquaint parents with the policies and procedures of the

Infant/Toddler, Preschool, Pre-K, Transitional Kindergarten and School Age Programs. You are asked to read through the handbook and to be thoroughly familiar with this essential information.

Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

**Matthew 19: 14 | NIV**

**Contact our Team!**

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**Our Mission**

Timberlake will always strive to provide the best possible environment for each and every child in our care. Our desire is to encourage growth in all areas of development, while allowing children the chance to discover their own personal niche wherever that may be, growing their self-esteem, self-worth and confidence along the way. We understand that the preschool and elementary school years are a wonderful opportunity to begin to bridge dependence with approaching independence as we strive to provide each child with the foundation they need to be successful in the future.

## Our Philosophy

* Learning is enhanced when children are actively involved and encouraged to make choices
* Children learn best in a safe and nurturing environment
* Children learn and develop at their own rate and in their own style
* Children are challenged to think beyond their developmental levels

**Our Goal:** To create a safe environment where kids can grow academically, socially and spiritually

## Our Program

Staff members partner with families to:

* Establish a solid educational foundation for each child
* Lead children to become life-long learners
* Help each child grow academically, socially, spiritually, emotionally, and physically with the guidance of qualified, nurturing teachers
* Prepare students for a successful experience here and beyond
* Teach the students an awareness of God and the world around them

**Statement of Faith: Essentials We Believe**

## About God

God is the Creator and Ruler of the Universe. He has eternally existed in three personalities:

The Father, the Son and the Holy Spirit. These three are co–equal and are one God. *Genesis 1:1, 26, 27; Psalm 90:2, Matthew 28:19; 1Peter 1:2; 2 Corinthians 13:14*

## About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return again to earth to reign as King of Kings and Lord of Lords. *Matthew*

*1:22-23; Isaiah 9:6; John 1:1-15; Hebrews 4:14-15, 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13*

## About The Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with the power for living, understanding of spiritual truth, and guidance in doing what is right. As Christians, we seek to live under His daily control. 2 Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; 1Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

## About The Bible

The Bible is God’s Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. *2 Timothy 3:16-17; 2 Peter 1:20-21; Psalm 12:6; 119:105, 160; Proverbs 30:5*

## About Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God’s creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called “sin”. *Genesis 1:27; Psalm 8:3-6; Isaiah 52:6a; 59:1-2; Romans 3:23*

## About Salvation

Salvation is God’s free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God’s offer of forgiveness can anyone be saved from sin’s penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. *Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

## About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence. *John 3:16; 12:25, 14:2-3; 17-3; Romans 6:23; Revelation 20:15*

**To ensure a healthy and safe environment we will enforce the following:  *All children*, prior to admission, must have on file:**

* Completed enrollment application/packet signed by the parent
* Name, birth date, dates of enrollment and termination, and other identifying information for the child
* Written parental permission for photos, videos, etc.
* Authorization forms specifying persons to whom the child can be released
* Name, address, home and business telephone numbers of the parent(s) and other persons to be contacted in case of an emergency including one out of state contact if possible
* Up-to-date immunizations (also signed by parent or legal guardian)
* Medical Information
* Contact information for physician, dentist, psychologist, nutritionist, etc.
* Physician’s statement of health and ability to participate in group care on file within six months of enrollment
* Written consent from the parent for you to seek and approve medical care in an emergency situation; a court order waiving the right of informed consent; or parent’s alternate plans for emergency medical and surgical care if the parent cannot be reached
* Information on how to contact the parents, especially in emergencies
* Instructions from parent or health care providers related to medications, specific food or feeding requirements, allergies, treatments, and special equipment, or health care needs if necessary
* Documentation for sun screen application

### Department of Early Learning Screening Process for Employees

Our screening process aligns with Department of Early Learning (DEL) standards and will include the following (WAC Chapter 170-297, Sections 1710, 1715, 1720, 1730, 1735, 1745, 1750, 1775, 1800, 1820, 1825, 1850, 1925):

1. Review of applicant’s job application on a form that is prescribed or approved by DEL and that includes the applicant’s work and education history;
2. Review of applicant’s qualifications as required under Washington State Department of Early Learning (DEL) (WAC Chapter 170-295 Sections 1010, 1030, 1040, 1070);
3. Review and check documentation of applicant’s professional references;
4. Confirmation of successful criminal background check and fingerprint clearance from DEL;
5. Documentation of TB clearance.

### Ongoing Certification Records

Periodic record checks of Timberlake employees will be performed on an annual basis, or as viewed appropriate by either the Director of School Programs or DEL:

Health records of all employees must be on file per DEL (Chapter 170-295 of WAC, Section 7050). All staff members are required to submit the following physician certification prior to employment:

1. Evidence of a physical examination within one year prior to employment;
2. Evidence of a negative TB screening within one year prior to employment;
3. Statement of physical limitations in working with children, if applicable;

If an employee demonstrates a need for more recent physical examination, as viewed necessary and appropriate by administration, Timberlake may require that such employee present updated proof of physical examination and indication of any physical limitations in working with children, if any.

1. All employees are required to have training in CPR/First Aid, Blood borne Pathogens

(including HIV/AIDS), Safe Sleep, Food Handling, and the Operation of a Fire

Extinguisher. Annual trainings in these categories are separate from the required 10 clock hours of training annually. Thirty hours of STARS is required for all lead teachers upon hire.

Prerequisites will differ in accordance with the relevant employment position and the needs of the children under their potential supervision. Employment will also be dependent on a passing criminal background check, fingerprint clearance and TB clearance.

### Transitional Period

On your child’s first day of preschool, our staff will familiarize him/her with the school and work to create a positive transitory experience. We make every effort to allow your child opportunity to adjust to our classrooms/preschool routines. We have a nurturing staff and we want the students to feel comfortable. It is common for young children to experience short periods of separation anxiety (i.e. 5-10 minutes of crying at the beginning of the school day) but we will certainly reevaluate if a child has extended periods of crying, particularly when the crying is combined with other behaviors. For example, if a child is so distraught that he is crying and biting a teacher who tries to console him we may quickly determine that the child is not quite ready for a preschool setting.

The first 10 days of attendance are a transitional trial period for your child and for TCP staff. You are encouraged to speak regularly and consistently with your child’s teacher to discuss how the adjustment is progressing. At any time during the transitional period, either the school or parent may request a conference to discuss whether our preschool can adequately meet the needs of your child**.**

**If Timberlake Christian School Programs determines we cannot meet your child’s needs, we will refund any unused portion of your tuition accordingly. No reduction or credit on tuition will be granted if a child is expelled or suspended for misconduct or if the parent chooses to voluntarily withdraw. Please refer to enrollment policy and guidelines for clarification.**

**Withdrawal from Timberlake School Programs**

Withdrawing a child from Timberlake School Programs requires a 30-day written notification to the program administrator for your child to be withdrawn prior to the completion of the school year. Failure to give a 30-day notice will obligate the parent for a full month’s tuition whether the child attends the program or not. Please refer to enrollment policy and guidelines for clarification.

* In terms of refunds registration fees and application fees are non-refundable. The annual snack fee is 100% refundable before September 1st, it is then nonrefundable after September 1st. Fifty percent of the paid deposit is refundable with a 30 day notice prior to August 1st. The deposit is nonrefundable after September 1st.

### Withdrawal from Morning and/or Afternoon Extended Care

Withdrawing a child from Morning and/or Afternoon Extended Care requires 2 weeks written notice to the program administrator. Failure to give 2 weeks’ notice will obligate the parent for the prorated tuition whether the child attends or not. Please refer to enrollment policy and guidelines for clarification.

### Holding Fee

Timberlake families need to be in care for 6 months before they are eligible for a vacation credit.  This is defined as a minimum of 4 weeks and a maximum of 8 weeks.  They can reserve their spot by paying ½ price for a holding fee.  This can be used once per year. If the holding fee is not paid by the 5th of the second month then the child will be withdrawn from Timberlake Christian School Programs.

### Child Abuse Reporting

Washington State Law requires that school staff immediately report to the Police or Child

Protective Services any instance where there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. WAC 388-150-420 states “Centers must report suspected child abuse, neglect or exploitation to Child Protective Services

(CPS) or the local law enforcement agency immediately. Licensors should also be informed.”

Depending on the recommendation of Child Protective Services, school staff may not be able to notify parents when the police or CPS has been called about possible abuse, neglect or exploitation. RCW 26.44.040 specifies the steps CPS may take when investigating an allegation. “The Center Staff are immune from civil or criminal liabilities if the report is made in good faith; that CPS has the right to interview children in the Center and look at any Center files; and that the Center management can be charged with gross misdemeanor if management does not report a suspected case of child abuse.”

### School Holidays/Closures

We follow Lake Washington School District Calendar. In the event of a closure or delay, we will adjust our times accordingly.

* Inclement Weather:

In case of a school closure due to snow, we will not add snow make-up days to the calendar or refund tuition.

In the event of inclement weather, please check for announcements regarding school delay or closures. **If the Lake Washington School District is closed, we are closed.**

If schools are not closed but weather continues to worsen throughout the day, check your email for announcements regarding school closures. We will not leave children stranded at school, but may require children to be picked up immediately upon arrival at TSP.

**Major Disaster:**

In the event of an earthquake or other major disaster, phone contact with the school may be unavailable. Once you are safe, please begin immediately to come pick up your child. The TSP staff will remain on the premises until all students have been released to a parent, guardian, or other designated person. Please make sure we have your updated contact information on file. TSP asks that families provide an emergency kit for their enrolled child(ren). A list of supplies for each kit will be distributed at our “Meet the Staff” night or at the time of enrollment if enrolled after August 30th. If your child is on medication, please be sure we have a 3-day supply in the event of an emergency. The kit will be available to take home at the end of the school year. Each child is to have an Emergency Kit that stays in the student’s classroom in case of an emergency. In the event of an earthquake or other major disaster, phone contact with the school may be unavailable. **All Emergency Contact information must be updated every 6 months.**

### Disaster Plan

Timberlake has specific procedures in place for the following environmental emergencies:

* Building Emergencies
* Severe weather conditions
* Threats of Violence
* Earthquakes

Note: We conduct monthly fire drills and quarterly earthquake drills.

A copy of our entire Disaster Plan is located at the front desk.

## Emergency Plans

Timberlake has specific procedures in place for the following environmental emergencies:

* Building Emergencies
* Severe Weather Conditions
* Threats of Violence
* Earthquakes

Note: We conduct monthly fire drills and quarterly earthquake drills.

All TCP staff knows the procedure for each of the environmental emergencies listed above.

**Timberlake School Programs emergency information number: 425-898-7459**

This is an informational line only. A notification can only be made if we are able to access the phone at Timberlake Church. Messages cannot be left

**In the event of inclement weather an email will be sent to all parents.**

### Arrival and Departure Guidelines

Parking Lot Safety

Please drive slowly and follow basic traffic safety in the parking lot. We must work together to ensure the safety of children in and around our parking lots. Reminder: Never leave a child alone in a vehicle. Hold your child’s hand in and around the parking lot.

***It is important and necessary for your child to arrive on time and be picked up from school on time. Please plan accordingly.***

## Drop-Off And Pick-Up Procedures for Timberlake School Programs

1. **Please park in parking lot spaces. Do not block driveway, park along the curb, or park in handicapped spaces.**

1. Entry to the preschool is through the front entrance only. Doors between the lobby and the preschool area are **locked until 8:50 and locked again at 9:15 a.m. Please arrive between 8:50-9:00.**

1. Children are not permitted in the classrooms prior to the start of the school day. Parents must remain with their child in the lobby until **8:50 a.m**. Prior to entering the classroom please escort your child into the lobby bathroom to use the toilet (or change a pull-up diaper) and wash hands prior to entering the classroom. Children will be logged in and out with a 4 digit pin. Please do not share your pin with anyone else. Each person will have their own pin that is allowed to pick up your child.
2. School starts at **8:50** a.m. Parents or guardians need to walk their children into the classroom. Children will be logged in and out with a 4 digit pin. Please do not share your pin with anyone else. Each person will have their own pin that is allowed to pick up your child.
3. Due to the potential distractions of the classroom curriculum being implemented, parents must drop off no later than 9:30am. After 9:30 am the doors will be shut until 12:00pm. Outside special circumstances after 9:30 you will not be permitted to drop off unless accompanied by a Doctor’s note or a preapproval from the Director.

1. Please do not linger in the classroom as this can become confusing for children. If you need to speak with one of the teachers, please schedule a separate time to meet. Feel free to call or email the teacher or director regarding any concerns or questions. It is important that teachers be available to attend to the students as they arrive in the classroom. They typically have time to reply to emails or phone calls after 3:00pm. Teachers may not step into the hall for a conversation at the beginning of a school day because it is imperative for their full attention to be focused on the students.

1. NO CHILD will be released to a person not previously authorized by the child’s parent or guardian to pick up that child. We must have written or direct verbal authorization for anyone other than the parent/guardian to remove the child from our facility.

**Pick up:** Once your child is signed out and in your care we respectfully request for you to not play in common preschool areas and toys. Including but not limited to: Play structure, Play grounds, Playground riding toys.

### Late Fee Pick-Up Policy

Preschool students who do not attend afternoon extended care are ready for pick-up at 2:50 p.m. and may be picked up anytime between 2:50-3:00 p.m. Students who stay for Lunch are ready for pick-up at 12:50-1:00p.m. Half-day students are ready for pick-up between 11:50-12:00 p.m. A late fee will be assessed to parents who are late picking up their child. This also applies to any parents picking a child up from extended care later than 6:15pm. Please pick up your child on time.

Procedures the preschool will follow:

1. The first time a parent is late a verbal warning will be given.
2. The second time a parent is late a written warning will be given.
3. The third time, and for any incidences after that, the parent will be charged $10.00 for every five minutes he/she is late.

We understand that unavoidable or emergency situations might occur throughout the year that may cause parents to be late. Therefore, the director will assess emergency situations on a case by-case basis in determining late-fee assessment.

### Authorized Pick-Up People

Upon start of the school year, we ask anyone that is authorized to pick up to have a picture on file under your child’s profile. This is an extra safety measure we have taken to ensure the appropriate people are picking up. If you have not yet taken a picture for your child’s profile, please see your child’s teacher.

### Schedules

If a student is attending full time with Morning and Afternoon Extended Care as a licensed preschool we are limited having a child in our care **no more 10 hours per day.**

### General Daily Schedule

A typical day offers small group, large group and individual learning activities, meal time, quiet time and outdoor and indoor gym play. Each classroom schedule is posted on the information board and is prepared according to the child’s age group.

### Preschool Daily Schedule Sample\* (Varies by classroom)

8:50-9:10 Welcome friends, Wash hands

9:10-9:15 Large Group, Vocabulary, Music & Movement, Social Studies

9:15-10:00 Learning Areas: Blocks, Dramatic Play, Art, Library, Discovery

10:00-10:15 Clean-up, Bathroom, Hand-washing

10:15-10:30 Prayer & Morning Snack

10:30-10:55 Outdoor Learning Areas

10:55-11:15 Spanish, Learning Areas: Science, Writing Center, and Arithmetic

11:15-11:20 Bathroom Break

11:20-11:40 Bible Lesson, Small Groups, Story Time

11:40-12:30 Lunch (lessons: prayer of thanks, table etiquette, appropriate manners

12:30-12:45 Outdoor Learning Areas for Non-sleepers

12:15-2:00 Younger children nap

12:45-1:00 Wash Hands, clean-up

2:00-2:45 Outdoor Learning Areas for sleepers

2:45-3:00 Wash hands, prayer & afternoon snack

2:40-2:45 Pack-up belongings, parent pick-up in classroom

3:00-6:00 Afternoon Extended Care Transition

**Outdoor Play**

The children will have daily outdoor play (weather permitting), even during the colder months (above 32° F). Please make sure your child has appropriate outdoor attire and sunscreen at all times.

## Playground/Outdoor Safety

To ensure safety on the playground:

1. Staff will actively supervise the children during outdoor and indoor playtime, and will maintain required staff/student ratios at all times.
2. We recommend closed-toe shoes and clothes without drawstrings around the neck. Athletic-type shoes are the best and will be required for children participating in any sports clinic or club.
3. No eating on the playground.
4. The School Director and Timberlake’s Facilities Manager will ensure that the playground is well maintained, always in complete compliance with county and state licensing requirements.

**CLASSROOM CURRICULUM**

***2019-2020 Academic Year***

Timberlake Christian Preschool has implemented the Creative Curriculum as a means for developing classroom curriculum. The Creative Curriculum is an inquiry, play-based curriculum framework, aligned with the Common Core State Standards and Washington State Early Learning and Development Guidelines. The Creative Curriculum is presented in two forms, Infant & Toddlers & Preschool. The Creative Curriculum is a research-based curriculum that aligns with our assessment tool and is recognized by Washington State’s Department of Early Learning.

**The course framework of the Creative Curriculum is the foundation of Timberlake Christian Preschool’s curriculum philosophy.**

* How Children Develop and Learn
* The Learning Environment
* What Children Learn
* The Teacher’s Role
* The Family’s Role

### Infant & Toddlers

Teachers will design and implement curriculum that is often a weekly topic that supports and shapes strong social-emotional skills. The curriculum is presented through enriched interactions, free play, and classroom environment.

### Early Preschool and Preschool

In a preschool classroom the curriculum is presented in multiple developmentally appropriate forms. Children are introduced to an overarching topic for investigation and discovery. This topic is then broken down into several week sub-groups where the children dive deeper into the all-encompassing topic. The topic is presented to the children through morning circle, small group instruction, large group instruction, free play, enriched interactions, and classroom environment.

### Pre-Kindergarten

As our young children progress into the Pre K classroom, they begin the journey of learning the language of elementary school. Our curriculum provides for full integration of the Creative Curriculum, with an emphasis on language arts and mathematics, as well as on the social emotional, spiritual and physical development. With an understanding and appreciation of the uniqueness of every child, our ECE qualified teachers provide a nurturing environment where each child can develop individually. The primary skills that motivate formal instruction shape the core of the academic curriculum.

### Transitional Kindergarten

The TK program offers the young student an additional year to develop and learn in an environment that supports differences in early childhood education development. The objectives of the program are to foster each child’s:

* Self-assurance in his/her learning ability
* Opportunity for kindergarten readiness
* Positive relationships with peers
* Develop a positive self-image
* Form constructive social and effective relationships with their peers through collaborative play situation
* Build on self-direction and assume responsibility for themselves and their environments
* Develop vocabulary, listening, speaking and memory skills, and the ability to follow directions
* These are the vital building blocks that lead to success in learning.
* TCP Preschool, Pre-K & TK students have a **Spanish** class every week **Soccer** is provided twice a month on Friday, included in tuition. Weekly Chapel and Bible lessons are provided.
* The Daily Schedule varies by classroom. You will receive a copy of your child’s daily schedule at the beginning of the school year. This is only a general sample.

### Daily Communication

Infant, Toddler, and Early preschool parents will receive daily communication stating what, when and how much their child ate, as well as the times and length of their nap(s) throughout the day. Their diaper changes/toileting, general disposition, particular interests, any changes in their normal schedule and other important information to parents will also be documented. Reminders of supplies running low will be noted on these reports.

* Parent Meetings: Meetings to discuss your child are available upon request and welcomed. Please feel free to ask your teacher if you have any questions.
* Food for Thought: Please read all notices posted in the parent board and in the individual classrooms, as well as letters sent home. When talking to teachers at drop-off or pick-up, please be considerate of their responsibility to supervise the other children in their care. Interaction difficulties between parents and staff should be brought to the attention of the Director of School Programs as soon as possible. If the Director cannot resolve the differences, a church official will be contacted to assess the situation. If we cannot reach a resolution, a meeting will be held with all involved parties. Please feel free to talk to the Director of School Programs at any time

### Preschool Separation Anxiety

* Separation anxiety is not uncommon for preschool aged children. Your child may become teary the first few times he/she is in a new environment with new faces. Your confident reassurance, smile, eyes and body language communicate a message to your child. If he/she senses apprehension in you this enhances their feelings of uncertainty. Please hug your child, tell him/her you will be back at pick-up time and make a prompt departure. A child will generally settle down shortly after the parent is out of sight. We provide a very nurturing environment and will make every effort to make your child feel comfortable and happy. We will call you if your child does not settle down within a reasonable amount of time.

### Enrollment and Disenrollment

* Upon preschool enrollment, your child will be placed in a group based upon his or her chronological age and developmental readiness. TCP accepts children of different ages based upon the classroom availability and Department of Early Learning licensing requirements. Each child’s transition to the next classroom is based on chronological age, developmental readiness and availability of space. Children transition to a new classroom by spending a portion of each day in a new room (infants-two weeks) prior to the final move.

* In the early mornings and late afternoons, preschool classrooms are mixed by age.

* A child must turn five years old by December 31st to be admitted into the TK program. If a parent/guardian intends to enroll a child in kindergarten before the standard age of five. TCP reserves the right to refuse the enrollment of any child or to ask parents to make alternative arrangements for the care of a child enrolled in the TCP program.

### Non-Discrimination Policy

Timberlake Christian Preschool and Timberlake After School admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs 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, or other school-administered programs.

**Enrollment Refused:**  
The preschool reserves the right to refuse or terminate enrollment of any child at will. The following are examples of the types of situations that might lead to refused enrollment or termination of continued enrollment:

* Behavior of the student or the parent that is inappropriate deemed by Director
* Student or parent violates school’s policies or interferes with the school’s ability to accomplish its stated mission
* It is determined after Director/teacher evaluations that current classroom placement is not benefiting student nor class
* Tuition is not paid after notifications have been sent
* Any other reason that, in the Director’s discretion, warrants removing child from the program

### The Individual Plan of Care

The purpose of the individual plan of care, if needed, is to assist child care staff to understand and document modification of their programming for children under the age of 24 months. The individual plan meets the requirements of the Washington Administrative Code (WAC 7010

(1) (e) (h)) for Child Care Centers and the Americans with Disabilities Act. This allows staff to focus on the care and the well-being of each child when in our care. Staff will be able to refer to the child’s plan when needed.

* The individual health care plan is developed collaboratively with the parent/guardian, as well as any other professionals that the parent/guardian has included (e.g., school personnel, health care professionals).
* The individual health care plan is a short/long term modification for children with life-threatening allergies, diabetes, asthma, seizures and other medical issues
* To assist the staff in our Infant rooms, parents are required to complete an Infant Daily Schedule when first enrolling, and then periodically as your baby’s feeding or sleeping schedules change. These forms are available in the Infant rooms.
* Where formula is required, such formula must be prepared in a bottle by the parent, labeled with child’s first and last name and brought to school each day. TCP will store bottles in a refrigerator and serve each child according to his/her individual feeding plan. At the end of each day, all formula and food will be sent home.
* TCP’s breastfeeding policy was designed to assist our school in supporting breastfeeding mothers and infants and in protecting the health of breastfed infants. The information in the policy meets the requirements of the Minimum Licensing Requirements for Child Care Centers (WAC 388-295).

### Discipline and Positive Behavior Techniques

TCP and TAS views discipline as a process of developing appropriate behaviors. Positive reinforcements for good behavior in a loving, supportive atmosphere promotes the child’s self-confidence and leads to increased desirable behaviors. Children are more likely to exhibit good behavior when they are provided hands-on learning experiences, physical activity and a period of quiet rest time, healthy food, and attentive teachers.

At the beginning of the year, simple, important rules and limits will be implemented, designed to protect the child and the group. Staff will use positive language, focusing on “Do” rather than “Do Not” when redirecting inappropriate behavior. We make every effort to be fair, consistent, and age appropriate in our classroom management techniques. All classrooms have a quiet and calm down area where children can go as needed.

Staff members are trained in the “Love and Logic” approach to behavior management. For more information please refer to their website: [www.loveandlogic.com.](http://www.loveandlogic.com/)

At the discretion of the director, a written report will be completed when a child is abusive to or causes intentional injury to another child or staff member. The child’s parent will be notified and suspension or expulsion may be considered.

In the event that the child is exhibiting behavior that poses a danger to other students or staff, the director will require that the child be picked up from school immediately that day. The Management staff can ask a child to leave at any time and suspend them at their discretion.

If a child is sent home on suspension, they will not be permitted to return until they meet with the behavior team. The behavior team needs at least 24 hours to develop a plan to discuss with the parent/guardian.

It is only on very rare occasions that a child’s behavior may warrant the need to find a different program. Examples of such instance include:

* A child appears to be a danger to himself/herself, other children or Preschool staff.
* Any other situation in which the accommodations required for a child’s success and participation in school are beyond the scope of our program’s offerings.

It is only on very rare occasions that a parent/guardian’s actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include:

* The parent/guardian fails to acknowledge and/or abide by our program’s policies.
* A parent/guardian demands special services that are not provided to other children and which our school cannot reasonably deliver, including requests that are outside the philosophy of our program.

A parent/guardian is physically or verbally abusive to children, staff, or anyone at Timberlake Church.

### Animal Policy

Animals are not allowed on school property, other than fish in properly installed and maintained aquariums and hamsters in secured cages. Animals are never allowed in food preparation areas or eating areas. TCP and TAS will meet all Health Department regulations regarding animal restrictions.

## Health Policy

**To ensure a healthy and safe environment we will enforce the following:  *All children*, prior to admission, must have on file:**

* Completed enrollment application/packet signed by the parent: Name, birth date, dates of enrollment and termination, and other identifying information for the child
* Written parental permission for photos, videos, etc.
* Authorization forms specifying persons to whom the child can be released
* Name, address, home and business telephone numbers of the parent(s) and other persons to be contacted in case of an emergency including one out of state contact if possible
* Up-to-date immunizations (also signed by parent or legal guardian)
* Medical Information
* Contact information for physician, dentist, psychologist, nutritionist, etc.
* Physician’s statement of health and ability to participate in group care on file within six months of enrollment
* Written consent from the parent for you to seek and approve medical care in an emergency situation; a court order waiving the right of informed consent; or parent’s alternate plans for emergency medical and surgical care if the parent cannot be reached
* Information on how to contact the parents, especially in emergencies
* Instructions from parent or health care providers related to medications, specific food or feeding requirements, allergies, treatments, and special equipment, or health care needs if necessary
* Documentation for sun screen application

A daily health inspection is given upon each child’s arrival. Children with obvious symptoms of illness will be sent home.

**Notify the school promptly if your child is diagnosed with a communicable disease.**

## Sick Child Policy

Your child will be sent home if symptoms of illness appear. The child will be isolated from other students and you will be contacted to pick him/her up from Timberlake *within 45 minutes*. Children who are contagious must stay home. School parents and the Health Department will receive a notice of communicable diseases that are present at the school when applicable.

***Keep your child home if he or she:***

* has a fever or had one during the last 24 hours
* has a heavy nasal discharge (pay attention to the color of nasal drainage)
* has a constant cough
* is overly tired (rest may prevent a serious illness from developing)
* has vomited once or had diarrhea in the last 24 hours
* has been exposed to any communicable disease and may be developing symptoms
* has symptoms of a communicable disease (runny nose, sore throat, headache, abdominal pain, redness in or discharge from eyes, rash, and/or fever)
* has lice; children who have lice may not return to school until they are louse and nit (egg) free. Must be checked by director prior to return

## Ouch Reports

Most injuries or accidents are minor enough to be treated with soap, water, and a bandage. Parents will be contacted immediately if an injury appears to require medical attention. Staff will write an email through Tadpole to give you an update on your child.

### Lunch and Snacks

Please pack your child a nutritiously balanced lunch. No sugary items please. Lunch and snack times are a great opportunity for learning manners, learning about nutritious foods

and learning social skills. We say grace before eating, we wait to eat as a group, and the children are taught to ask to be excused from the table.

We will try to return leftover food to the lunch box. This may give you an indication of what your child has eaten. Staff members interact with children while they are eating and work with those children who need guidance, containers opened, etc. Thermos may be brought, but the staff cannot heat foods. Please inform us of any food allergies or restrictions. **Cold packs are required**. Lunch is eaten in the classrooms.

The preschool offers daily snacks to the students, mid-morning and mid-afternoon. Extended Care students who stay until 6 p.m. have a 3rd snack. A calendar of specific snacks to be served each day will be available before the 1st day of each month. Fresh water will be provided to each student with snacks. Milk is provided with lunch and occasional snacks. Toddler Classroom must provide their own snack due to possible choking hazards.

**Label the outside of your child’s lunch box with his/ her full name.**

**FOOD THAT IS NOT PERMITTED:**

* Peanuts
* Tree Nuts (Cashews, Walnuts, Almonds, Macadamia nuts, etc.)
* Peanut Butter (Sandwiches, candy containing peanut butter, granola bars, cereal or crackers containing peanut butter, etc.)
* Baked goods containing nuts or any form of nuts. Please be aware that nuts also come in the form of paste, oil/extract or flour.
* Nutella

Parents must read all ingredient statements on food and baking ingredient packaging BEFORE bringing to school. All food items MUST be dropped off at front desk. Please make sure there are no nuts in the ingredient statement. Please ask the front desk administrator if you need assistance in reading the ingredient statements. This applies to every food item brought into the school on any occasion (snacks, birthday and holiday treats, & special events). Because we are multi-use facility, we cannot guarantee we are peanut/nuts or peanut/nut products to any school-related functions.

### Birthdays at Timberlake School Programs

Birthdays are very special to children! Parents are welcome and encouraged to come into the classroom for their child’s birthday celebration. When dropping off goodies for the classroom, please get approval from someone at the front desk to ensure it is compliant with our policy. We will have a staff member check to ensure it is a nut free product TSP staff will deliver to the classroom. Please coordinate the date/exact time with your child’s teacher if you would like to join in for the celebration. Summer birthdays will be celebrated in early June. Also note that we cannot have balloons on our campus due to licensing*.*

## Medical or Dental Emergency

In case of medical or dental emergency, we will make every attempt to contact a parent. If we cannot contact you and your child requires immediate medical assistance, we will do any or all of the following:

* Call 911
* Have the child taken to an emergency hospital accompanied by a staff member.

## Medications

“An Authorization to Administer Medication” form must be completed for prescription and/or nonprescription medications to be given at TCP/TAS. All medication must:

* Come with signed Medication Authorization From (Parent and Physicians signature required)
* come in the original container with an unaltered label
* be dated and marked with the child’s name
* be given in accordance with the label directions

All medications are dropped off at the front desk. Medications are not allowed in the classrooms, excluding EpiPen and inhalers. We reserve the right to deny a request to administer medication. Our school shall have no responsibility for failure to provide requested medication or for adverse reactions caused by the administration of such prescription or nonprescription medication.

**Please note that we now provide Sunscreen. Sunscreen is treated as a medication. If you choose to bring another sunscreen please make sure and ask for form. It must be filled out by the parent or guardian. A complete active ingredient is required and the specific time frames for administration must be written by parents in order to administer.**

**A copy of the entire Health Policy is available at the front desk.**

### Lice

### If your child has lice, please contact the office immediately. While every precaution is taken at school to prevent an outbreak, we will conduct head checks in the classes that are affected by lice for up to 14 days. We will secure the classroom items that may spread lice for 14 days. Parents will be notified as soon as possible. We ask our parents to check their own child’s head for lice prior to entering the classroom and inform teachers if any are found. We ask those students who are infected to seek treatment and to not return to school until they are louse and nit

### Allergies

1. **All parent/guardians of Timberlake Christian School Programs students are required to complete a “Medical Care for Your Child” form upon admission and it must be updated annually**, at the start of each school year. All parent/guardians are responsible for informing the school immediately if new allergies develop and for following written school food allergy procedures for proper documentation. If your child does not have allergies, write “No known allergies” and return it for your child’s file. If your child has allergies, indicate in writing whether it has been mild (e.g. rash) or severe (e.g. trouble breathing) in the past. We take this very seriously and we must have communication from parents and the child’s physician to fully understand each child’s allergy symptoms.

1. **The child’s physician must medically document all allergies** and TCP or TAS must receive a signed Medical Emergency Plan for Severe Allergic Reaction (a form we will give you) from the child’s physician, prior to admission. The listed allergy, known side effects and a treatment plan must be included in this correspondence. **Please arrange a time to review the treatment plan with your child’s lead and assistant teachers.** A copy of this will be kept in the child’s file as well as in the child’s classroom.

1. **Parents of students with no known food allergies are required to complete a Statement of Allergy form indicating that no known allergy is present.**

1. **Parents of students with known and medically documented food allergies are required to complete a Statement of Allergy form for each known food allergy.** Parents/Guardians of these students should send in a zip lock bag full of appropriate snacks, clearly labeled, to avoid the possibility of an allergic reaction to school-provided snacks. We provide 1% milk and a child with dairy intolerance or allergy will need to bring in an alternative beverage from home.

## Medical Action Plans

To comply with state law and ensure safety preparedness on the first day of school, each student with severe allergies must have a medical action plan, medications and doctor’s orders in his/her file **prior to the child’s first day** to allow the TCP or TAS staff to process and disseminate the information properly.

### Clothes, Toys and Items from Home

Please dress your child appropriately for the weather conditions. The children go outside every day, unless heavy, windy rain prevents outdoor recess. During Preschool hours recess sometimes takes place early in the school day while it is still chilly outside. TCP and TAS is a place where we use paint, glue and other learning materials, so dress your child accordingly.

**All children must wear Closed-toe shoes**. Please ensure that shoes are easy for preschool children to put on and remove by themselves. This type of independence fosters self-confidence and we will work with your child, as you do at home, to strengthen those skills. If your child is toilet-training, be sure to dress him/her in clothes that are free from complicated fasteners. We require a **labeled** change of clothes to be kept in your child’s backpack, including an extra pair of underwear, socks, and shoes. Please replace this seasonally. If your child uses the extra pair and needs another change you will be called to bring an additional pair/pick up.

### After School Program and Offerings

We have an academically focused program because we take your student’s education seriously. Our Academic Success Program was designed in order to help your child succeed and grow in confidence in their education. TAS teachers support students with time-management, study skills and homework. We conduct a daily homework check to help ensure not merely the accuracy and completion of your student’s homework, but also to check for their comprehension of it as well. Students are noticed and celebrated for their strengths and lovingly encouraged in their weaknesses. Our aim is that they will grow in confidence and take ownership in their educational journey and as young, growing students.

Timberlake After School programs offerings:

**Academic Success Philosophy:**

We have an academically focused program because we take your child’s education seriously. Our Academic Success Program is designed to help your child succeed and to develop their confidence in their educational capabilities. TAS teachers support students with: time-management, study skills and homework. We conduct a daily homework check to help ensure not merely the accuracy and completion of your child’s homework, but also to check for their comprehension of it as well. Student are noticed and celebrated for their strengths and lovingly encouraged in their weaknesses. Our goal is that they will grow in confidence and take ownership in their educational journey as young, growing students.

**Homework Program**

Our homework program is designed for students who need extended homework time, or who have a high focus on academics. We offer one-on-one and group tutoring, as well as individualized academic plans based on the collaboration with student, parents, elementary school and TAS teachers. The focus is to complete all school- assigned homework every day. After homework is completed, these students will join in on outside time, free time, STEM, or art projects.

**STEM Activities**

Stem gives children a chance to sharpen their academic and social skills through a variety of STEM themed activities. Students have a blast engaging with their teachers and peers in the STEM activity for the day. Our STEM program is well-rounded and is different every day of the week. We also alter STEM activities based on the children’s interest. We want them to enjoy the experience and be engaged in the experiments. Our goal is to make learning fun.

**Van Pick-Up**

We will pick up your child at his/her school every day they have been scheduled. Booster seats will be provided for those kids who don’t yet meet the height or age requirements to sit in the car without a booster seat. We follow the state booster seat requirements that are as follows:

**Washington's Child Restraint Law -** Effective June 1, 2007, children less than 8 years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

**Snack**

A daily afternoon snack will be provided to all kids at their arrival to TAS. Two snacks are provided on conference and half days. Along with providing a healthy and nutritious snack, we believe in using any snack or lunch opportunity as a chance to practice using appropriate manners. A teacher will always be sitting with the kids interacting and using the time to create healthy, caring relationships with each child. All kids will be reminded to say please and thank you, use appropriate language while others are eating, and ask to be excused when they’re done. We believe that, when instilled in young children, the ability to use good manners and interact well with others is a crucial aspect of healthy childhood development.

### After School Schedule

Wednesdays:

**2:00-2:30 Free Time/Snack** 3:35-4:00 Free Time/ Snack

### 2:30-3:30 Homework/Outdoor Time 4:00-5:00 Homework/Outdoor Time

3:30-4:00 Snack 5:00-5:30 STEM

4:00-4:30 Electronic 5:30- 6:15 Outdoor/ Pick-Up

4:30-5:00 Free Play

5:00-5:30 Art/STEM

5:30-6:15 Outdoor/Pick-Up

### TAS Attendance

 ***Please contact us at afterschoolabsence@timberlakechurch.com by direct line at (425) 284-1028 if your child will be absent from public school and does NOT need to be picked up by TAS.*** Our van will not leave the public school unless every scheduled child is accounted for, and any unexpected delays will cause us to be late to pick up other children. We appreciate as much notice as possible if your child is going to be absent due to an illness, an appointment, or a vacation.

### Van pick up for TAS

We will pick your child up from his/her school every day that they have been scheduled. Booster seats will be provided for those kids who do not yet meet the required height or age requirements to sit in the car without a booster seat.

**Field Trips**

### Preschool

The Preschool and Pre-K classes will have 2 field trips during the year. Each child must be transported by his/her own parent or guardian. Field trip dates are made available far in advance to give parents time to make plans to attend and to arrange care for other siblings.

### After School

The legal parent/guardian will need to sign a Field Trip Permission Form for each child. At least 2 weeks before the field trip TAS will inform all parents about the opportunity.

In order to ensure safety while on the field trips:

* Booster seat laws will be followed while riding in the vans.
* Staff will actively supervise the children and will maintain required staff/child ratios at all times.
* Emergency information and medical action plans will accompany the children they belong to (staff will keep plans in a safe secure spot). Each van will be equipped with a first aid kit.
* Prior to the field trip, children will be taught appropriate and safe behaviors for going off campus.
* Director or staff member leading the field trip will carry a cell phone. The phone number will be distributed at the time the permission slip is completed.

### Preschool Parent-Teacher Conferences

Conferences will be held in October to discuss goals with your teacher for your child and in January to go over how they are doing. In May we will have a Portfolio Day, where your child’s teacher will go over all of the things your child has accomplished through the year. The parent, teacher or director may schedule a separate conference as needed to address specific concerns.

Parents of Early Preschool students will be provided a “Daily Report” highlighting important elements of their child’s day, including length of nap-time and any toilet related issues.

A great way to keep in touch with your child’s preschool experience is to read monthly newsletters and check his/her folder daily.

### Preschool School Photos

Children have the opportunity to have an individual picture taken in the Spring. There is a charge for the individual and class photos if you decide to purchase them.