



2016-2017

ABC 123 Preschool

Parent's Manual





SeaTac Parks & Recreation ABC...123 Preschool Program Philosophy

To provide a facility with a fun, learning environment where children can establish an identity and express themselves under proper supervision. To provide a service for children where they can develop, grow and establish opportunities for friendships, self-esteem, valuable skills and respect for others.

Welcome to the SeaTac Parks & Recreation's **ABC...123** Preschool Program.

We are looking forward to another fun and exciting year filled with new adventures and friendships. Your preschooler will enjoy daily activities including arts & crafts, games, monthly field trips, and much, much more.

The following information will provide you with an overview of our program. Please call the SeaTac Parks and Recreation Department, (206) 973-4680 if we can be of further assistance.

Location

ABC...123 Preschool

Valley Ridge Community Center
4644 S. 188th
SeaTac, WA 98188

or

SeaTac Community Center
13735 24th Ave S
SeaTac, WA 98168



Hours:

Preschool Morning Session	9:30-12:00 (3/4 year olds) or 9:00-12:00 (4/5 year olds)*
Preschool Afternoon Session	1:00-3:30 (3/4 year olds) or 1:00-4:00 (4/5 year olds)*

*Late Fee of \$1 per minute if child not pick up within 5 minutes of class ending. After 30 minutes it increases to \$2 per minute.

If your child(ren) is not picked up by 30 minutes after class and notification not received from parents, King County Child Protective Services may be notified.

Fees:

All parents are required to enroll in our auto-pay program or pay quarterly in full. The auto-pay system deducts funds from a Visa or MasterCard monthly for your child's tuition.

There are no discounts or refunds for days missed, by preschoolers, unless the City of SeaTac has to cancel the program for unforeseen reasons and the class cannot be made up at a later date.

If you need accurate receipts and records of preschool, for tax purposes, please be sure to secure this information as it is received.

Registration:

The following items must be completed and on file at the SeaTac Community Center at least 24 hours prior to attendance in the program:

- Registration Form (changes made to stay current is the responsibility of parent, and must be made on original registration form)
- Liability Waiver
- Payment authorization form (Auto-Pay), unless paying quarterly.
- Payment Policies Form
- Immunization form signed
- School Year Registration Fee paid (\$50 for new students, \$25 for returning students)

*****The ABC...123 Preschool is an English Speaking Preschool. Parents should communicate with Recreation Supervisor upon registration if your child can not speak or understand English. Non-English speaking children are accepted on a case-by-case basis.**

Registration and payments will be taken at the SeaTac Community Center

Preschool Staff:

In order to provide a safe and positive experience for your child, the entire staff is certified in First Aid and CPR. Our aim is to hire Professional trained staff with an early education background. A Washington State Patrol Background check will be conducted on all teachers, prior to their employment with the city.

Check-in/Check-out Procedures:

For the children's safety, all children must be accompanied by a parent or guardian at arrival and departure time. Each child is required to be signed in and out each day they attend preschool. A check-in/check-out sheet will be kept in the classroom. Check-in by initialing and marking the time by your child(s) name. Children will be released to those individuals authorized by the parent's written permission or to the individuals stated on the registration form. Authorized individuals may be required to present photo identification before the child will be released to their custody.

Contacting your child while at preschool:

ABC...123 preschool cannot be reached directly. In the case of an emergency, call 206-973-4680 and leave your name and a contact phone number with the community center staff member. If children are away from the preschool site it may take up to sixty minutes for you to be contacted. Please limit your use of this service to emergency situations only.

Illness:

In the event of illness, parents must have alternative plans for preschool. Children not well enough to follow the day’s routine (including outside activities) must not attend preschool. This includes, but is not limited to children with the following symptoms of illness:

- Fever • Sore Throat • Active Rash
- Discharging eyes • Nausea
- Diarrhea • Stomach Pain • Early Cold

If preschoolers become ill during preschool, a parent/guardian will be notified and asked to pick up their child. Parents should establish an alternate plan for each preschooler, if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

Contagious Disease:

Parents are to inform the Preschool Teacher and/or the Recreation Supervisor **IMMEDIATELY**, when their child contracts a contagious disease (including, but not limited to chicken pox, conjunctivitis, mumps, measles, viral infections, lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is non-existent.

Administration of Medicine:

Staffs are not permitted to administer prescription or nonprescription medication to preschoolers.

Injuries:

Staff will treat all minor injuries, and parents will be notified at the time of pickup. If staff determines that the toddler should receive medical treatment, parent/guardian will be notified immediately.

Toilet Training:

All preschoolers must be toilet trained prior to enrollment in preschool. If an accident does occur, the teacher will call parent for immediate pick up. Upon the third accident, it will be considered the child is not potty trained and will be dismissed from school until they are entirely toilet trained.

Emergency Procedures:

In case of serious illness or injury the following procedures will be used:

1. Administer First Aid/CPR
2. Contact 911
3. Contact parent or emergency contact.
4. Transport to nearest hospital (if necessary) by ambulance.
5. File accident/medical report.

School Closure:

The City will follow the snow guidelines of the Highline School District. Therefore if there is No School or a late start because of snow or inclement weather, there will be no preschool for the day. These days are not refunded. When Highline Schools are cancelled, those days are made up later in the school year.

Discipline Policy:

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. Compliance with imposed limits and policies of the facility and program is expected. Should it become necessary to correct and/or resolve any dangerous and or disruptive behavior the following steps will be followed:

1. Reasoning: Communications between child and staff where problems and solutions are identified.
2. Time-outs: The removal of the child(ren) from a specific activity for a short period of time, up to 15 minutes, away from all other activities. Used to correct inappropriate behavior. A leader will fill out a time-out form. Please check the time-out folder and sign daily.
3. Parent/Child/Staff conference.
4. Probation Period: Possible suspension from program.
5. Dismissal from program

***Immediate suspension or removal of the program may result with the degree of certain behavior. Such behavior may include, but is not limited to fighting, physical violence toward other preschoolers or staff, bringing weapons to preschool, and putting themselves, other preschoolers, and staff members in an unsafe situation.

These steps are taken in order to provide a safe environment. It is our goal to help each child develop self-control and respect for others

If you have any questions or concerns regarding this system, please talk to the Preschool Teacher and/or the Recreation Supervisor. Students may be immediately dismissed if behavior threatens the safety of themselves, fellow students, or staff.

ABC...123 Preschool
Learning Objectives- 4 and 5 year old classes

These objectives are based in part on the Highline School District readiness guidelines for Kindergarten. In partnership with the parents, it is our goal for the children able to complete these by the end of the school year. We understand that all children are different and not every child will accomplish these goals.

If you child can do everything on this list, in addition to items found on the 3 and 4 year old class Learning Objectives, they will be well prepared for the start of kindergarten.

Social/Emotional

1.	My child can follow two step directions consistently
2.	My child can tell about his/her own feelings
3.	My child can calm him/herself down when upset
4.	My child can put on his/her own coat
5.	My child shares, takes turns and helps others
6.	My child adjusts to new situations and/or people
7.	My child plays cooperatively with others
8.	My child shows respect for people and things

Literacy

1.	My child knows 5-10 rhymes or children's songs
2.	My child can hear parts of words (ex. Hap-py has two parts or syllables)
3.	My child recognizes and names 10-20 upper and lower case letters
4.	My child writes a story by drawing pictures and/or using letters
5.	My child can write his/her own name and identify all letters

Physical/Gross Motor Skills

1.	My child can stand on one foot
2.	My child can throw and catch a large ball
3.	My child can kick a ball
4.	My child can buckle, zip, snap and button

Language

1.	My child uses new words every day
2.	My child can speak 4-6 work sentences
3.	My child can talk on one topic with someone, taking turns speaking

Math

1.	My child can think of more than one way to solve a problem
2.	My child can group things by color, shape, or size
3.	My child uses measuring tools in play (measuring cups, rulers, etc)
4.	My child can put things in order (ex. 1 st , 2 nd , 3 rd)

Personal

1.	My child knows his/her full name and parent's name
2.	My child knows his/her address, and phone number
3.	My child knows his/her own birthday

ABC...123 Preschool

Learning Objectives- 3 and 4 year old classes

These objectives are based in part on the Highline School District readiness guidelines for Kindergarten. In partnership with the parents, it is our goal for the children able to complete these by the end of the school year. We understand that all children are different and not every child will accomplish these goals.

Remember these are the goals by the 'end' of the year, not the start. If your child is 4 by September 1st and can do most of these, you might want to consider registering in our 4 and 5 year old class..

Social/Emotional

1.	My child can use the bathroom independently
2.	My child can wash his/her own hands
3.	My child can clean up small spills and pick up after him/herself
4.	My child can remember and follow routines
5.	My child can sit still, stay focused, and stick with an activity
6.	My child shows creativity in play and problem solving
7.	My child shows curiosity and seeks answers to questions.
8.	My child knows that behaviors determine consequences

Literacy

1.	My child knows if words start with the same sound
2.	My child says correct sounds for 10-20 letters
3.	My child is familiar with parts of a book (title, cover, pages, etc)
4.	My child listens to an adult read a story daily and can retell the story
5.	My child can say the alphabet
6.	My child can identify all of the basic colors

Physical/Gross Motor Skills

1.	My child can run, jump, and gallop
2.	My child can hold and use a pencil
3.	My child can use scissors, but not necessarily stay in the lines
4.	My child has developed eye coordination ,such as stringing beads

Language

1.	My child can use words to express his/her thoughts
2.	My child can speak in complete sentences
3.	My child responds to questions with verbal answers

Math

1.	My child can count 10 body parts, pointing to each one
2.	My child can count up to 20 in order
3.	My child can connect numbers 1-20 with matching sets of objects
4.	My child identifies and sorts different shapes
5.	My child uses words to describe by size, shape, and weight

Personal

1.	My child uses good manners (ex. Saying please/ thank you)
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