



2016-2017 PARENT HANDBOOK

(206) 232-5663

www.emmanueldayschool.org

WELCOME TO EMMANUEL DAY SCHOOL!

PLEASE USE THIS HANDBOOK AS A REFERENCE GUIDE. INSIDE YOU WILL FIND TEACHER AND BOARD MEMBER CONTACT INFORMATION, A SCHOOL ACTIVITY CALENDAR, AND A SUMMARY OF SCHOOL POLICIES. WE LOOK FORWARD TO LEARNING AND GROWING TOGETHER AS A COMMUNITY.

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History

Established in 1962, Emmanuel Day School was a ministry of Mercer Island's Emmanuel Episcopal Church to over four generations of preschool children and their families. In 2008, Emmanuel Day School became an independent non-profit preschool governed by a volunteer parent board.

Mission and Philosophy

Our mission is to nurture the emotional, social, and intellectual growth of each child by providing stimulating experiences in a loving environment. Our program provides an environment for varied learning experiences led by trained teachers in a well-equipped facility.

The curriculum is aimed at developing social, language, mathematical and physical skills, including both fine and gross motor skills. A variety of art, music, creative dramatic play and environmental experiences are explored.

Our aim is to create the best possible "first school experience" and zest for learning and living.

PARENT BOARD

The EDS Parent Board is an important part of the EDS. The time commitment for a Board member is one board meeting per month plus the duties of the position. Parents can also volunteer in the classroom or be a classroom parent coordinator.

The Purpose of the EDS Board of Directors is to:

- Provide governance for Emmanuel Day School, Inc.
- Support and advise the school's Director
- Establish the vision and direction for the school with the School Director
- Procure funds for needs not covered by tuition
- Promote and represent the school at school and community events (i.e. Preschool Fair)
- Be a contact for parents

Board Positions & Descriptions:

President: The role of the President is to: Liaise with school Director on staffing (i.e. contracts, performance evaluations, hiring/firing, benefits, etc.), be responsible for Public Relations, manage board governance issues (charter, standing rules, policies, non-profit status, etc.), set agenda for meetings and runs meetings, solicit new board members each year. The President is the "point person" for establishing new 501(c)3 status and communicate with church leadership.

Vice President: The role of the VP is to: liaise with school Director on registration, and assists the when needed. The VP is also responsible for the school directory.

Treasurer: The role of the Treasurer is to: Review and/or helps prepare income statements, reconcile balance sheets for board meetings, co-signs checks, and performs all tax, insurance, charitable solicitation, non-profit, and other applicable filings.

Secretary: The role of the Secretary is to: Take notes at board meetings and place a copy on file in the EDS office, assist as needed in creating monthly newsletter for school that discusses school events, board decisions and other preschool news.

Social Coordinator: The role of the Social Event Coordinator is to: Organize social activities including: Parent Coffees, Pumpkin Carving Night, Italian Dinner Night, Adult Social, and Family Bingo Night.

Volunteer Coordinators The role of the Volunteer Coordinator is to: recruit Class Parents for each classroom to help with class projects and special classroom activities. He/she organizes teacher appreciation day, holiday gifts and end of year gifts and assists teachers in planning the in-class Halloween and Valentine's Day parties. This person also recruits individuals to help at all the Parent Board sponsored events.

Fundraising Coordinator: The role of the Fundraising Coordinator is to: Organize and recruit volunteers for school fundraisers (which may include "Wish List", T-shirts, Island Book Night, Family Dinner Night silent auction items etc). The Fundraiser will communicate the goal of fundraising events to families (i.e. email, posters, flyers, and word of mouth) and work with the Director to manage the event.

Webmaster: Maintains and updates the school website.

Safety and Facilities Officer: The role of the Safety Officer is to: review and report any incidents/needs which arise affecting the safety, health or hygiene of the children. The Safety Officer with also review the incident log with the Director, review playground equipment safety, and manage the emergency/earthquake procedures with the Director.

Other Volunteer Positions:

1. Class Parents - 1-2 persons for each class
 - a. Organize Halloween and Valentine's Day class parties with teachers.
 - b. Organize Teacher Appreciation week for class.
 - c. Organize holiday and end of the year gifts.
 - d. Lead emergency call tree
2. Playground Clean-up Work Party Volunteers - 4+
3. MIPA Preschool Fair - 2-3 people in January
4. Fundraising Volunteers - 2-3 people per event
5. Family Socials -
 - i. Parent Orientation and Adult Social - September
 - ii. Welcome Coffees - September
 - iii. Adult only social - TBD
 - iv. Pumpkin Carving Night - October
 - v. Holiday Concert - December
 - vi. Italian Family Dinner Night-February
 - vii. Spring Tea - May
 - viii. Family Bingo Night- June
 - ix. End of Year Picnic - June

Emmanuel Day School 2016-2017 Calendar

(Subject to change)

September 1 (Thurs)	Welcome Back Social and Orientation - TBD.
September 6 & 7 (Tues & Wed)	First Day(s) of School
September 14 & 15 (Wed & Thurs)	Welcome Coffees
October 4 & 5 (Tues & Wed)	School Photos
October 19 (Wed)	All School Pumpkin Carving Night - 6PM
October 27 & 28 (Thurs & Fri)	Halloween Parties in class
November 11 (Fri)	SCHOOL CLOSED - Veteran's Day
November 14-18	EDS Cares Week
November 15	Island Books Fundraiser Night
November 22 and 23	Thanksgiving Banquets
November 24-25 (Thurs & Fri)	SCHOOL CLOSED - Thanksgiving Holiday
December 16 (Fri)	Holiday Concert in church - 9:30AM-10:45AM NO CLASSES
December 19 - January 2	SCHOOL CLOSED - Winter Vacation
January 3 (Tuesday)	Back to School
January 13 (Fri)	SCHOOL CLOSED - Conference Prep
January 16 (Mon.)	SCHOOL CLOSED - ML King Jr. Day
January 19 & 20 (Thurs & Fri)	EDS Parent-Teacher Conferences NO CLASSES
Feb 24 (Fri)	Italian Family Dinner Night 6PM-9:30PM
February 13 & 14 (Mon & Tues)	Valentine's Day Parties in class
February 16-21 (Thurs- Tues)	SCHOOL CLOSED - Mid-Winter Break
March TBD	Fit Kids Jr. Week
April 10-14 (Mon-Fri)	SCHOOL CLOSED - Spring Break

April 19 (Wed)	Spring Tea - 10:30AM NO CLASSES
April TBD	EDS Cares Week
May TBD	Adult Social
May 1-5 (Mon-Fri)	Teacher Appreciation Week
May 26 (Fri)	SCHOOL CLOSED
May 29 (Mon)	SCHOOL CLOSED - Memorial Day
June 6 & 7	New Students Playdates
June 7 (Wed)	Family Bingo Night 6PM-8:30PM (New and Returning Students)
June 12-15	Spirit Week
June 14 (Wed)	LAST DAY OF CLASSES ☹
June 15 (Thurs)	GRADUATION and ALL SCHOOL PICNIC -NO CLASSES

EDS follows the Mercer Island school district calendar including closures associated with weather or emergencies. If MI schools are closed then EDS is closed. If MI schools start late then we are closed.

REGISTRATION INFORMATION

AGE REQUIREMENTS:

3's (2,3 or 5 days/wk)	Age 3 by December 31
4's (2,3 or 5 days/wk)	Age 4 by December 31
5's (5 days/wk only)	Age 4 by September 1

CLASS HOURS:

Classes meet from 9:00 AM until 12:00 Noon.
 Classrooms open at 9:00 AM.
 Front door locked approximately 9:20am
 Lunch Bunch pickup is at 1:00pm.

Please see that your child arrives at school on time and is picked up on time.

If you are delayed, please phone so teachers can reassure your child.

Late Pickups:

Charges begin after 5 minutes. At 5 minutes the charge is \$5.00. For each additional 5 minutes; \$5.00

MONTHLY TUITION RATES:

Two day programs	\$265.00
Three day programs	\$357.00
Five day programs	\$535.00
Two day Spanish Enrichment	\$175.00
Lunch Bunch	\$6 per day

Spanish Lunch Bunch \$7 per day

Tuition and lunch bunch will be billed monthly. Please drop your check in the EDS drop box located inside the Director Office or mail your payment to Emmanuel Day School, 4400 86th Ave SE, Mercer Island, WA, 98040.

A late fee of \$25.00 will be charged for payment not received by the 20th of the month. A \$5.00 bank fee will be charged for all NSF checks.

SPECIAL ACTIVITIES/FIELD TRIPS

Each year the teachers plan special trips for their students. You will receive a permission slip in your child's blue bag for you to sign and return to the teacher to enable your child to attend the field trip. No child will ride without a seatbelt or car/booster seat. Drivers must be covered by adequate car insurance and have a good driving record. We will do frequent head counts and keep the adult to child ratio as small as possible to ensure the safety of all the children.

SPECIAL ACTIVITIES/FIELD TRIPS FEES:

This payment covers daily snacks, school supplies, field trips, kindergarten visit and school bus ride, and in-school special programs (The Bug Man, Puppet Theater, The Reptile Guy, etc.). Please include this fee in your first month's tuition check.

3's and 4's program fee	\$100.00
PreK	\$150.00
Spanish	\$ 25.00

Please note: If you are accompanying your child on a field trip, we kindly ask that siblings be left at home.

SCHOLARSHIPS:

Scholarships are available to students of Emmanuel Day School through Mercer Island Youth and Family Services and also the Mercer Island Preschool Association. Please contact the School Administrator for additional information.

REFUND POLICY:

EDS registration fee and first month's tuition are non-refundable once a child is accepted into the program.

TERMINATION POLICY:

In the event a child will not be continuing at EDS, the parent or appropriate caregiver must provide sufficient advanced notice to the School Director. For notice given on or before the 10th of the month the remainder of that month's tuition will be retained by EDS. For notice on the 11th or the month or later, the remainder of the current month's and the next month's tuition will be retained.

VACATIONS:

If your child will be on vacation and absent from school please let us know the days he/she will be gone. If only the parents will be on vacation and your child will continue to be in school, let us know where and with whom your child is staying. If your child is staying at home with a sitter, please let us know the name of the

sitter. **No tuition adjustments will be made for vacations.**

NON-DISCRIMINATION:

Emmanuel Day School does not discriminate on the basis of race, color, creed, national origin, sex or ability. The School will make every effort to accommodate and serve children with disabilities. In partnership with the Mercer Island School District, Emmanuel Day School contracts to serve certain individual students aged three to five under Public Law 94-142.

REQUIREMENTS FOR ENROLLMENT

These items must be completed before a child's first day at Emmanuel Day School and art to be updated yearly.

1. **The Registration Form.**
2. A complete **Certificate of Immunization Status**. The HIb and Hepatitis B vaccines are now required, and Hepatitis A is strongly recommended. If, for religious or philosophical reasons, a parent does not wish for the child to receive immunizations, the parent must state so in writing. In the event of an epidemic, the Public Health Department has the authority to exempt a child that is not immunized from the school until it is deemed safe to return. It is a state law that this certificate be completed and signed in ink before your child attends school. (Photocopies of physician's records cannot be accepted).
3. Every child must have an **Emergency Form** completed, which includes medical information, emergency treatment consent, a Mercer Island contact person and an out-of-state contact person/message center. (Often, out-of-state telephone lines are clear after an earthquake before the local phone lines have been restored.)
5. Every child needs to have a signed **Student Health Registration form, Medical Authorization form, Asthma, Allergy & Special Health Needs form, Release form, and Pickup Authorization form** on file.
6. Children must meet the age requirements of the class or be placed in the class by the Director based on Teacher recommendation.
7. Every child must bring and leave a helmet at school. Helmets are required when riding a scooter, turtle scooter, tricycle in the parish hall.
8. Student must be potty trained.

Nobody is Perfect- Potty Training Policy

All students at Emmanuel Day School need to be potty trained. EDS students are permitted to

wear pull-ups at school.

If a child has a "wet accident" the Teacher or Director will call a parent or guardian and let them know that their child needs to be changed. Once the parent has given permission, two teachers will guide the student through the clothes changing process. If the child has a bowel movement, the Teacher or Director will call a parent or guardian and ask them to come to school to change the child.

By October 15th each year we will evaluate how independent toilet usage is going for all of our students. We reserve the right to ask students to take a leave of absence from EDS if repeat "accidents" are becoming too disruptive to the classroom.

The Director, with the student's teachers, will determine what the level of disruption is. This will be made on a case by case basis.

A student may consider spending this time away from EDS at Patti's Play Center (if space is available), while they are completing their potty training.

SNACKS

NO NUT, MILK, EGG OR GLUTEN

Effective October 12, 2016.

We provide a snack and water to each student daily. In class and party snacks cannot be homemade and must be in original packaging. Please note that manufacturers do change ingredients/manufacturing processes, so please double check packaging. Emmanuel Day School does not guarantee that our environment is allergen-free. For example, our lunch bunch is not allergen-free, our neighbors (Patti's Play Center and the Church) are not allergen-free, and our kitchen is shared. Cross-contamination is possible. We do our best but can make no guarantees.

Here is a link to some snack ideas:

<https://emmanueldayschool.org/snacklist-gf/>

LUNCH BUNCH

Lunch Bunch is a supervised lunch period available to all EDS students Monday through Friday from 12Noon to 1PM. Children bring their own lunch. ***Please note that this is NOT a nut-free, dairy-free or egg-free environment.*** Sign-up sheets will also be located on the bulletin board outside the school office.

The cost of lunch bunch is \$6 per session/per child. Spanish Lunch Bunch is \$7 per session/per child. Monthly tuition bill will include charges for all sessions for the preceding month.

By law Emmanuel Day School is required to ensure that children are being fed nutritious lunches while at the school. Therefore, please send lunches that include: a fruit or vegetable, a bread or cereal product, and a protein food. **Please note that lunches are not refrigerated** Lunch Bunch is a special opportunity for children to have a social learning experience outside the context of their classroom experiences.

DROP OFF AND PICK UP PROCEDURES

Please drive very slowly and cautiously when arriving in the parking area to drop-off or pick up your child. Park and enter from the south parking lot. Please supervise your child and hold your child's hand in the parking lot and when walking to and from the building.

1. For health reasons, you must help your child wash his/her hands in either bathroom at the end of the Emmanuel Day School hall. Please use warm water and soap, and dry with individual paper towels. After your child's hands are washed, hang your child's coat on a hook outside the EDS classroom door.
2. All children must be signed in and out of class. There is space on the sign-in form to write any special instructions for the teachers.
3. **Children are to be picked up only by those people listed on the EDS Student Release Form. Any changes in this list should be put in writing and given to the school Director.** Phoned-in changes are not acceptable except in cases of emergency and will be considered by the Director on a case-by-case basis.
4. In the situation of separated or divorced parents, EDS should be informed on the Registration Form which parent has custody of the child and whether the other parent is also allowed to pick up the child. It is the parent's responsibility to notify EDS in writing of any changes in his/her situation.
5. Drop-Off: All children should be delivered to the door of their classroom. All children must be signed in. A teacher will be there to greet them. Prior to delivering them to class, please take them to the bathroom and wash their hands with soap and water.
CLASSROOMS OPEN AT 9:00 am. FRONT DOOR LOCKED AT APPROXIMATELY 9:20am.
6. Pick-Up: All children should be picked up at their classrooms by an adult. No child will be sent to the parking lot to a waiting car. All children must be signed -out.
7. If parents are on vacation and your child will continue to be in school, let us know where and with whom your child is staying. If your child is staying at home with a sitter, please let us know the name of the sitter.
8. Sick: if your child is ill and will not be attending school please call the school office 206-232-5663 before 8:45 am and leave your child's name, illness and date. The messages are checked daily and given to the appropriate teacher.

SCHOOL BAGS/BACKPACKS

Check your child's school bag or backpack regularly and have your child bring his/her bag

everyday they attend class. **It is a good idea to leave a change of clothes in your child's school bag. PLEASE MAKE SURE YOUR CHILD BRINGS THEIR SCHOOL BAG OR PACKBACK TO SCHOOL EACH DAY. PLEASE DO NOT SEND ANY TOY GUNS OR WEAPONS TO SCHOOL.**

BEHAVIOR MANAGEMENT POLICY

By law, and Emmanuel Day School philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, scolding, shaming, labeling, or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

INDIRECT GUIDANCE TECHNIQUES ARE USED:

We give previous warnings: "You have 5 more minutes to play before it's time to clean up."

We give choices: "You may paint with the other children or you may read a book in the quiet corner."

We have a regular routine.

We tell the child what we expect, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.

We are consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

WE ALSO USE DIRECT GUIDANCE TECHNIQUES:

We use the affirmative: Use your words to tell us you are angry," rather than "Don't hit!"

We get the child's attention by crouching down to his/her level, making eye contact, and speaking quietly.

We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we do not make rules just because an activity is too noisy or messy.

We avoid arguments by following through with solutions that address the problems, but also offer the child a way to exit gracefully from the problem: "you can choose a quiet place to calm down or I can choose one for you."

If a child is unable to demonstrate self-controlling behavior, a brief time out results for the child to regain control. Time outs occur only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

We consider parents partners in discipline planning for their child.

If a child is unable to gain control and requires more individual attention than can be given within child to staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the school temporarily for safety's sake. If a child's behavior puts him/herself, other children or a teacher at risk and all other attempts have failed it may be necessary to terminate their enrollment.

CURRICULUM

Emmanuel Day School learning targets are applied to all children at the appropriate level. The following goals are adopted from NAEYC's Developmentally Appropriate Practice, the Creative Curriculum Assessment System, and Washington State Early Learning and Developmental Benchmarks.

Emmanuel Day School Learning Targets

SOCIAL/ EMOTIONAL DEVELOPMENT	PHYSICAL DEVELOPMENT	COGNITIVE DEVELOPMENT	LANGUAGE/ LITERACY DEVELOPMENT
<p>Sense of self</p> <ol style="list-style-type: none"> 1. Shows ability to adjust to new situations 2. Demonstrates appropriate trust in adults 3. Recognizes own feelings and manages them appropriately 	<p>Gross Motor</p> <ol style="list-style-type: none"> 11. * Basic locomotor skills: <ul style="list-style-type: none"> ▪ Running ▪ Jumping ▪ Hopping ▪ Galloping 12. Shows balance while moving 13. Climbs up and down, structure and/or stairs 14. Pedal wheeled vehicle 15. Basic non-locomotor skills: <ul style="list-style-type: none"> ▪ Throwing ▪ Kicking ▪ Catching 	<p>Learning and Problem Solving</p> <ol style="list-style-type: none"> 20. Observes objects and events with curiosity 21. Approaches problems flexibly 22. Explores cause and effect 23. Applies knowledge or experience to a new context 24. Works in a group to find a solution, building off peers' strategies 25. Can differentiate between events that happen in the past, present, and future 	<p>Communication: Listening and Speaking</p> <ol style="list-style-type: none"> 35. Hears and discriminates the sounds of language 36. Uses expressive language 37. Demonstrates progression in grammar and syntax e.g. talks in sentences with four to six words, sentences have a logical sequence, uses plural forms for nouns, uses adjectives in phrases 38. Follows directions 39. Demonstrates an understanding of language by listening
<p>Responsibility for Self and Others</p> <ol style="list-style-type: none"> 4. Demonstrates Self-direction and independence 5. Responsible for own behavior/honest 6. Follows classroom rules and routines 	<p>Fine Motor</p> <ol style="list-style-type: none"> 16. Coordinates eye-hand movement 17. Demonstrates strength of small motor muscles 18. * Uses tools for writing and drawing 	<p>Math and Numeracy</p> <ol style="list-style-type: none"> 26. Examine, compare and contrast objects, events, characters or people 27. Can classify objects (understands and can extend a pattern) 	<p>Reading and Concepts About Print</p> <ol style="list-style-type: none"> 40. Plays with language (rhymes, telling jokes) 41. Demonstrates knowledge of phonemic awareness e.g. matches a picture of a dog with the sound /d/, divides words into syllables, letter-sound

		<p>28. Demonstrates knowledge of size, volume, height, weight, quantity, and length</p> <p>29. * Demonstrates knowledge of numbers and counting</p> <p>30. Can identify and label shapes</p> <p>31. Understands spatial relationships (near, far, over, under, next to)</p>	<p>correspondence, identifies initial sound in words</p> <p>42. * Demonstrates knowledge of the alphabet</p> <p>43. Knows the order of English text (reading R to L)</p> <p>44. * Reads familiar sight words and/or symbols</p> <p>45. Can anticipate and predict what happens next in a story</p>
<p>Civic Responsibility</p> <p>7. Plays well with other children</p> <p>8. Recognizes the feelings of other children</p> <p>9. Shares with, and respects the rights of, others</p> <p>10. Uses thinking skills to resolve conflict</p>	<p>Sensorimotor</p> <p>19. Children use their senses (hear, see, touch, taste, smell) to guide motions</p> <p>e.g. carry a full glass of water across the room without spilling, manipulate puppets, can successfully play games with physical contact such as freeze tag</p>	<p>Representation</p> <p>32. Takes on pretend roles and situations</p> <p>33. Makes believe with objects</p> <p>34. Uses creative arts to express and represent what they KNOW, think, believe, or feel</p>	<p>Writing</p> <p>46. Writes some upper and lower case letters without assistance</p> <p>47. Writes some words</p> <p>48. Demonstrates knowledge of writing conventions</p>

The daily schedule, activities offered, and room arrangements are determined with the following purpose in mind:

1. We are "process oriented". We want your child to have the experience of doing and being involved. The process rather than the product is our focus. Please accept it for what it is and avoid being judgmental.
2. We provide a balance of active and quiet activities. We also provide times of individual as well as small and large group participation. We strive to meet each child where they are and to take into consideration differing personalities and levels of maturity and ability.
3. Your child will be exposed to a wide variety of materials that will be represented in a variety of ways.
4. Your child will have an opportunity to repeat experiences as a means of developing his/her skills and interests.
5. The classroom will be divided into interest centers in order to provide the opportunity to explore and manipulate materials. The arrangement of the rooms will change throughout the year in order to provide variety, stimulate new interest, and enable us to carry out our goals.
6. Parents are an important part of our program. We encourage your involvement. Please feel free to visit your child's class at any time. Let us know about skills and interests that perhaps could supplement our regular curriculum.

EMMANUEL DAY SCHOOL TEACHERS AND STAFF

All EDS teachers have college degrees in Education or extensive training in Early Childhood Development. Extremely limited exceptions are only made for those with experience who are currently in training for a degree. They have been hired for their training, experience, and their ability to work with children. Our staff is Child CPR and First Aid certified, and we encourage our teachers to update their credentials by attending college classes, lectures, workshops, and NEAYC seminars. Weekly staff meetings are held to insure open communications and the sharing of educational ideas.

CLAUDIA ALLARD - DIRECTOR

Claudia has lived on Mercer Island with her husband and two daughters, Anneka and Ava, for the past 17 years. Claudia received her BA from Columbia University in NYC and then her JD from the Washington College of Law at the American University in Washington DC. She has worked as a healthcare consultant and then as the Science Friday Teacher at Lakeridge Elementary School on Mercer Island and also as a 3's teacher at Emmanuel Day School. With her husband James they founded Blue C Sushi and Boom Noodle Restaurants and most recently created Elemental Wood Fired Pizza in University Village and downtown Tacoma. When not at EDS Teacher Claudia can be found at a dog park with her two dogs Scout and Sophie, at Preston Fields watching soccer, cooking in her kitchen or sitting with her Girl Scout troop around a campfire.

BECKY BORDA - TEACHER

Becky has lived on Mercer Island with her husband and six children for the past 20 plus years. All of her children have attended Emmanuel Day School. Becky has an AA in Early Childhood Education along with an AA in Science. She has spent time volunteering at St. Monica's teaching 4th, 3rd, 2nd, and Kindergarten students about their faith for the past 10 plus years. She has also volunteered at Lakeridge and as a Girl Scout leader with her girls. Becky enjoys working at Emmanuel Day school with the children and seeing their faces light up when they understand a new concept or idea. For her free time, she enjoys spending time with her family - camping, playing games (board and computer), reading and taking walks with her husband and puppy.

SUSI BUSEY - TEACHER

Susi is a 35 year resident of Mercer Island. Her sons attended Emmanuel Day School in the mid-seventies! She attended Lakeside in Seattle and Ryder University in Lawrenceville, New Jersey. She has volunteered many hours in the school district as well as with the Boys and Girls Club. Susi has worked with an Island psychologist doing home visits and helped develop treatment plans for families with children experiencing behavioral issues. Many Island children know her as "The Nanny" because of all her years of caring for them.

MARY MEYER - TEACHER

Mary is a graduate of the College of Education at Texas State University, with a Masters in Elementary Education and an Early Childhood - 4th Grade Teaching Certificate. After living in Texas for the past 3 years, she and her husband Brian moved back to Washington State and now has two children. Mary has taught 1st grade, worked as a Title I Success for All Students Paraprofessional for 2nd grade, and volunteered at Phantom Lake Elementary in Bellevue. Mary first decided she wanted to become a teacher while volunteering at an elementary school in 2003 as a member of Americorps*NCCC in Charleston, South Carolina. She is excited to be part of the team at EDS and looks forward to an amazing year with her students!!

MARCIA PALK - TEACHER

Marcia was raised on Mercer Island and currently resides in Bellevue with her husband and three children. She has a B.A. degree in Business Administration and an AA in Early Childhood Education this year and plans to continue her education. Marcia has always had a passion for teaching and engaging with children and has volunteered in two local preschools, teaching in various youth sports, and served on the Lake Heights YMCA parent advisory board. She joined EDS in 2012 and loves being involved with preschoolers, supporting them as they learn and grow independently and socially through fun and positive experiences. In her spare time, Marcia enjoys exploring with her children, hiking and traveling with the family.

ANNIE AVERETT - SPANISH TEACHER

Señora Averett is a lifelong language learner and began her pursuit of fluency in Spanish within the Mercer Island School District. Her international business studies at the University of Washington gave her the opportunity to enroll at the Universidad de Granada in Spain. After completion of her degree, she traveled throughout Latin America conducting business in Spanish and spending half her time in San Pedro Sula, Honduras and the other half here in Seattle. Along the way she has consistently taught children and adults alike, in group and individual settings. She is passionate about helping students of all ages expand their language abilities in a safe and fun environment. She looks forward to sharing her enthusiasm for the Spanish-speaking world with the Emmanuel Day School community. Señora Averett is a lifelong language learner and began her pursuit of fluency in Spanish.

AMBER GRIBBLE - TEACHER

Amber graduated from the University of Washington with a degree in sociology and psychology. After working with adults, adolescents, and children in a counseling center, she knew that she loved working with people but new her passion was working with children. She began working at Emmanuel Day School in the 3's class in 2010 and loved working in the classroom with the children, interacting with families and being part of the EDS family. After becoming pregnant with her twins, she decided to leave EDS and stay home with her growing family, but always knew she wanted to come back to EDS. She currently lives on Mercer Island with her husband, 3 children and 3 dogs. She loves spending free time with her family and friends, running, working in her yard and being a volunteer at her children's schools.

SONJA LOGAN - TEACHER

Sonja was born and raised in Melbourne Australia, completing a diploma in children's services and worked in a childcare/preschool for 10 years. She has two girls 7 & 5, and moved to Mercer Island in 2012 where her husband got contracted to PSE for 16 months before returning back to Australia for 2 years. She returned to Mercer Island again in February 2015 as a job opening for her husband became available and decided to relocate again. She has always enjoyed working with children and her daughter attended the 4's class last year and is now in kindergarten and decided that EDS was a great place to work. She loves spending time with family and friends and getting in the great outdoors kayaking and hiking and loves to travel

CATHY ANDERSON - TEACHER

Cathy has a passion for nurturing young children as they develop a love of learning. She has taught preschool since 1999 and strives to create a caring and joyful learning environment that sparks curiosity and builds self-confidence. Cathy graduated from WSU with a BA in Communications and a minor in Business, and she earned

additional credits in Early Childhood Education. Cathy is a mom of three young-adult children and one Golden Retriever. She and her husband live in Issaquah. One of Cathy's favorite quotes is "Children see magic because they look for it" (C. Moore). She is grateful for the countless 'magical' moments she and her students share together.

LAURIE STEGMAN - TEACHER

Laurie was born and raised in the Seattle area and lives in Bellevue with her husband and 3 children. She's worked the past 6 years in the special education department for the Bellevue School District. Prior to that, she was a teacher at Newport Covenant Preschool in the young 3s class and also the Camp Friday program. Laurie enjoys traveling with her family and reading a good book. One of her favorite quotes: The more you read, the more you know. The more you know, the smarter you grow. The smarter you grow, the stronger your voice, when speaking your mind or making your choice.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences will be scheduled during the school year in **early February**. However, the teachers will be happy to arrange a conference time with you any time during the school year. Feel free to call any of us at home. We do ask that you refrain from talking with the teachers during the time they are preparing for their day or teaching. Any conversation between parent and teacher will be held in the strictest confidence and will not be discussed with the children or other parents.

GRIEVANCE POLICY

It is accepted that there will be occasions when staff and parents have issues relating to working conditions, relationships or professionalism. While it is hoped that conflict will be resolved through direct informal discussion with the person involved, where the problem remains unresolved, the following formal procedure should be used.

Procedure:

1. Any employee who has a grievance should raise it in the first instance with his or her immediate supervisor. Teachers report to the Director and the Director reports to the President of the Parent Board.
2. Parents can report a grievance to the Director, or any Board member who will communicate the grievance to the Director within 48 hours. The Director will acknowledge the grievance in writing within five working days.
3. Where the grievance is against the Director, it should be raised with a Board member. The Board member will communicate the grievance to the President of the Board, the President of the Board will respond in writing within five working days of the grievance.
4. In stage one, the Director will speak with both parties to address the concern and strive to reach a mutually agreeable conclusion. The grievance and the agreed upon conclusion, will be documented and placed in the employee's file.
5. If the matter remains unresolved, it will be referred to the President of the Board who will respond in writing within ten working days. EDS Board members will make every effort to resolve the grievance.
6. In some circumstances, and subject to mutual agreement between the parties, the matter may be referred to an external adjudicator.

In all cases the following apply

- An employee may accompany a fellow employee, or other representative at any stage of the procedure.
- If an issue is referred to this procedure for resolution, both parties accept that it should be progressed as speedily as possible
- Pending resolution of the grievance, the same conditions that existed prior to its notification will continue to apply (i.e. the status quo will be maintained), except in those cases where a continuation would create danger to staff or student

SAFETY, HEALTH AND EMERGENCY PROCEDURES

The safety of your child is our primary concern. You can expect that every precaution will be taken to provide a safe environment. EDS is dedicated to following the safety, health and emergency guidelines outlined by the State of Washington. Our goal is to conform to safety, health, facility and equipment requirements detailed in the current State of Washington Minimum Licensing Requirements for Child Day Care Centers. The following policies and procedures meet or exceed the licensing requirements and are described in detail in the Staff Manual. Please feel free to air your concerns and suggestions to either the Director of EDS and Parent Board member.

Parents have free access to the Day School at all times during standard hours of operation.

VISITORS AT SCHOOL:

Parents and other adults are welcome and encouraged to visit the school at any time. We ask that you refrain from visiting with each other or with teachers during school hours. Any of the teachers will be happy to arrange a conference with you either before or after class. Siblings may visit only if they are under control of an adult.

CLOTHING:

Please send your child to school dressed appropriately! Our classroom activities can be messy. Plan for inclement weather—jackets, raincoats, mittens, hats if necessary. We go outside to play rain or shine. By law the teachers are not allowed to apply sunscreen. Please put sunscreen on before school when necessary. For the safety of your child we ask the children not wear crocs, open toe sandals, or flip flops to school.

HELMETS:

Each child must bring a helmet on the first day of school. The helmet will be kept at school for the school year and be worn whenever your child is riding a scooter, tricycle etc in the Parish Hall.

INDOOR SAFETY:

- Children are never left unattended by the teachers. When any person who is not a staff member is on the premises, he/she is not left alone with the children.
- The teachers perform head counts frequently and after major transition periods.
- The children only use non-toxic art materials and safety scissors.
- Children are supervised as needed when using the bathroom. No person or persons other than EDS staff are allowed in the bathroom while the children are using the facility, with the exception of the child's parent or guardian.
- The Teachers regularly inspect and clean the toys with a bleach solution to ensure that they are safe.

OUTDOOR SAFETY:

General playground rules that are in effect during school hours are listed below. We ask your cooperation in abiding by and reinforcing these rules when you are using our playground facilities, particularly during the transition between morning and afternoon classes. It is confusing for the children if different rules are in effect when they are with you and when they are attending class. We also ask that you save the playground for use **ONLY** by **ENROLLED** Emmanuel Day School children during school hours,

- A staff member always escorts the children when going outside to use the playground or parking lot.
- The class sign-in sheet is always carried by the staff.
- Frequent head counts are taken and checked against the daily sign-in sheet.
- The staff has specific procedures for supervision of play on the playground and is always stationed to assist and encourage children on the equipment.
- When appropriate, please apply sunscreen before dropping off your child. By law, the staff is not allowed to apply sunscreen.
- When desired, please bring appropriate personal protective headgear as outlined in the EDS's helmet policy.

PLAYGROUND RULES

Swings:

No twisting, standing or jumping off of swings.

Slides:

No climbing slides. No hanging off of slides or any other playground equipment. No toys on slides.

One person at a time on each color of the climbing wall. Must have a teacher spotter.

Dump truck driving on dirt or bark only not on cement.

No carrying sticks or throwing the bark.

No toys as weapons.

No throwing dirt or sand.
Sand must stay in the sandbox.
No climbing on the perimeter fence.

SNOW/INCLEMENT WEATHER PROCEDURES:

EDS follows the Mercer Island School District in school closures due to inclement weather. If Mercer Island School District is closed then EDS is closed for the day. If Mercer Island School District is one or more hours late in opening then EDS will be closed. **SNOW MAKEUP DAYS WILL BE AT THE DISCRETION OF THE DIRECTOR. THERE WILL BE NO TUITION ADJUSTMENTS.**

If snow begins to fall after you have dropped your child off, please check your email or call the school for further information regarding school closure.

ACCIDENTS AND EMERGENCIES

- All of our teachers have completed a basic Red Cross first-aid course and training in cardiopulmonary resuscitation (including administration for children ages 2-5).
- Should an accident or sudden illness occur at the school, the staff shall handle it according to the emergency procedures outlined below.
- No child will be accepted at EDS until a Registration Form with emergency contacts and medical information has been completed. Further, no child will be accepted without completing all registration forms.
- Any injury or illness requiring care will be recorded in on an accident report form. A copy will be given to the parents and another will be retained in the child's personal file. No report will be considered necessary if there is no evidence of injury and the incident is judged to be inconsequential.

MEDICAL EMERGENCY PROCEDURE:

- Child will be kept calm, his needs assessed, and the appropriate first-aid rendered. Emergency phone numbers are posted next to the telephone.
- 911 will be called immediately if the child requires emergency medical services, and the parent will be notified.
- If the child is not in imminent danger, the emergency information on his/her registration form will be consulted and listed persons (parents first) will be called until someone is contacted to assume responsibility for the child.
- If a parent or designated person cannot be immediately reached, and if the child needs professional observation or treatment, the child's doctor will be called for direction.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

As teachers we must report any form of child abuse or neglect we observe. State regulations define child abuse or neglect as "the injury, sexual abuse, sexual exploitation or negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare and safety is harmed..." RCW 26.44.020(12)

FIRE, EARTHQUAKE AND LOCKDOWN PROCEDURES:

A fire evacuation plan is posted at the school. The School Administrator will be responsible for coordinating monthly fire drills. A sprinkler system and smoke detectors are installed throughout the school building.

The School is prepared for and equipped to provide care during and after an earthquake. Three times a year the School Administrator will coordinate and conduct fire and earthquake drills.

The School is also prepared for an emergency lockdown. A classroom lockdown will occur when advised by the Mercer Island police department and if the school Director determines it is necessary for the care and safe keeping of the children and staff. Three times a year the school will coordinate and conduct lockdown drills.

EMERGENCY STUDENT SUPPLIES

Every child must have an "Emergency Disaster Form" completed on file at the school, which includes medical information, emergency treatment consent and a list of those approved to pick up your child. In addition, we ask families to provide the following in a large zip lock bag:

- A complete change of clothes including underwear and socks
- Three day supply of any medication your child may need
- A snack with a long shelf life (snack bar) and water
- A family photo
- A Mercer Island contact person and an out-of-state contact person/message center. (Often, out-of-state telephone lines are clear after an earthquake before the local phone lines have been restored.)

After the disaster, we will meet in the south parking lot of the school for pick-up. Children must be signed out to a parent or authorized pick up person.

HEALTH POLICIES AND PROCEDURES

ILLNESS

If your child will be absent from school because of illness, please phone to let us know. Please do not send a sick child to school. We at EDS rely on an HONOR CODE that you will keep your child home until the contagious stage(different for every illness) has passed and that you will report any communicable illnesses to the school. We realize that this may pose some inconvenience, but for the health and safety of our Teachers and the other children a child may not attend school with the following conditions:

Do not send your child to school if they had the following in the last 24 hours:

1. Diarrhea
2. Vomiting
3. Fever (100° or more)

The following illnesses may require that a child *stay home for more than 24 hours*. Please consult your pediatrician for information on the exact length of the contagious period:

1. Rashes of any type
2. Eye rashes (conjunctivitis)
3. Sore throat
- 4 Live lice, scabies (PLEASE REPORT THIS ILLNESS TO THE SCHOOL)
5. Measles/rubella (PLEASE REPORT THIS ILLNESS TO THE SCHOOL)
6. chicken pox, (PLEASE REPORT THIS ILLNESS TO THE SCHOOL)
7. Hand, Foot and Mouth Disease (PLEASE REPORT THIS ILLNESSTO THE SCHOOL)
8. Fifth's Disease (PLEASE REPORT THIS ILLNESS TO THE SCHOOL)
9. Influenza (PLEASE REPORT THIS ILLNESS TO THE SCHOOL)

The Director and the child's designated teacher reserve the right not to accept a child at EDS who appears to be ill (e.g., cold symptoms). For the protection of all, we cannot care for them. If a child becomes ill at EDS, we will isolate the child and care for his or her needs until a parent or emergency contact can be reached and they pick up the child. If the parent or emergency contact cannot be reached and the illness progresses, the child's doctor will be called and his or her instructions followed.

Children will be checked for communicable conditions (e.g. chicken pox, head lice, scabies) when there is sufficient reason for concern (possible exposure, outbreak in community, etc.), and a physician's diagnosis may be requested before accepting a child into EDS.

Staff will notify families of any possible exposure to communicable diseases or conditions that the child may have had at EDS. Confirmed cases of reportable, communicable illnesses at the Center are also reported to the King County Health Department. Parents in turn should notify EDS as soon as possible of any exposures the child has had to communicable diseases or conditions outside of EDS.

SWINE FLU

Our staff follows public policy recommendations on preventing the spread of flu including having children and staff wash hands frequently.

Students and staff with symptoms of flu should **stay home for at least 24 hours after they no longer have fever** or do not feel feverish, without using fever-reducing drugs. If the flu conditions become more severe, CDC recommends that a sick person stay home for 7 days. The illness may last up to seven days, but people are considered to be contagious as long as symptoms persist. Children exhibiting symptoms will be supervised in the Director's office and parents will be called to pick them up.

Swine Flu symptoms include one or more of the following:

- Fever (100° or more)
- cough
- sore throat
- body aches
- headache
- chills
- fatigue.

Children exhibiting symptoms will be supervised in the Director's office until parents can pick them up.

For more information on the Swine Flu please visit any of the following Web sites:

www.cdc.gov/swineflu/mitigation/htm

www.cdc.gov

www.doe.gov

www.doh.wa.gov

PRESCRIPTION MEDICATION:

OUR POLICY IS WE DO NOT ADMINISTER MEDICATION UNLESS IT IS A LIFE THREATENING EMERGENCY.

- Prescription medications given by the staff must be in the original prescription container with a child-proof cap, and must include the following information on the pharmacy's label: child's name; name of medication; name of prescribing physician; date of prescription (must be current) and expiration date for contents; schedule of administration, amount per dose, and method of
- Administration; name of pharmacy and special instructions if applicable (e.g. refrigeration
- Required, to be taken before or after meals).
- Please complete a Medication Consent Form. Medication will not be given without this form.
- Please give the medication and the form to your child's teacher, do not put it in their blue bag.

ALLERGIES

The State of Washington requires a written form with a doctor's signature when a food allergy requires diet modification or the use of medication in an emergency situation. Please make sure to communicate all allergies to Teachers in addition to the forms you filled out.

HYGIENE

All staff members have read three publications regarding the control of infections and contagious diseases at EDS. These publications, prepared by the Centers for Disease Control and Prevention (CDCP) of the Public Health Service, are kept in the Staff Health and Safety Notebook at the School and are available for review by any parent.

The CDCP booklets give detailed instructions for proper hand washing, diapering, and toileting procedures. These instructions are posted at strategic locations in the School, and are followed by the staff at the School. These procedures are as follows:

PULL UPS

Emmanuel Day School has a policy that all children must be potty trained. However, in the instance that a child has an accident, or in the case that a parent has already discussed toileting issues with the Director, the following procedure will be followed by:

- 1. Two teachers must be present.**
- The parent/guardian will be called and informed that their child wet their underwear/or pull-up. The parent will then be asked to give us permission to assist the student in changing their pull-up or underwear. In the case of soiled underwear or pull-up, the parent/guardian will be called and asked to come to change the child.
- Wash hands
- Bring child and pull-up or clean clothes to the bathroom.
- Instruct child to remove wet garment and assist when necessary.
- Assist the child in putting on clean underwear or pull-up.
- Dispose of pull-up and changing table paper in diaper pail. If there are wet clothes, seal in a plastic bag to go home with child.
- Wash hands.
- Return child to classroom.
- Disinfect all wet surfaces.

HAND WASHING (Staff)

- Wet hands with warm water.

2. Soap hands with liquid soap and wash.
3. Rinse with warm water.
4. Dry hands and turn off water with individual paper towel.

TOILETING

1. Help child get settled and provide assistance if necessary.
2. See that child washes hands.
3. Wash your hands.

TOY HYGIENE

1. If a child puts toy in mouth, wash immediately with bleach and water solution.
2. Toys are washed as needed throughout the week.
3. Twice a year, wash all toys with bleach and water solution.

STAFF SAFETY AND HEALTH MANUAL

If you would like more information about the safety and health procedures, copies of the **STAFF SAFETY AND HEALTH MANUAL** are available in the Director's Office.