

**OVERLAKE CHRISTIAN  
PRESCHOOL  
AND  
KINDERGARTEN**

**PARENT HANDBOOK  
2008-2009**

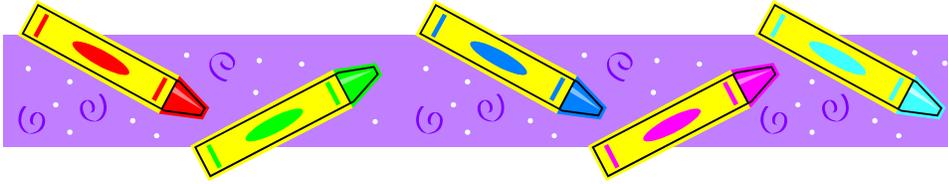


**9900 Willows Rd NE  
Redmond, WA 98052  
425-284-2517**



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**Dear Parents,**

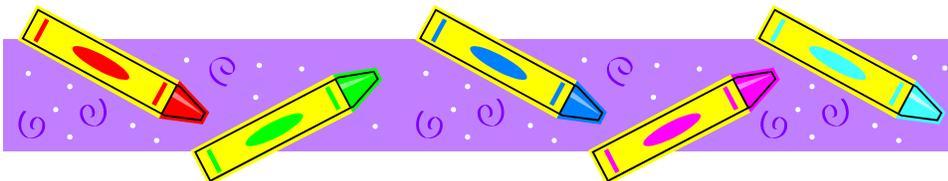
**Welcome! The purpose of this handbook is to acquaint you with the policies and procedures of Overlake Christian Preschool and Kindergarten. Our mission is to provide quality early childhood education, loving care and enriching experiences in a warm, Christ-centered environment. It is our hope that by providing you with the information in this handbook, we will be able to serve you efficiently and effectively.**

**We ask that you read and familiarize yourself with the handbook and refer to it when you have questions.**

**Anticipating a great year,**

**Debbie Thomas, Director  
Overlake Christian Preschool and Kindergarten  
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## **Admission**

**Overlake Christian Preschool is open to children who will be three years old by August 31 of the current school year. We realize that every child is a unique individual gifted to us by God. Our curriculum is based on both developmental and age-appropriate needs. With that in mind, we are flexible on the age deadline. Talk to the director if you have a concern about the appropriate class for your child.**

## **Registration**

**Registration will be on a first-come, first-served basis beginning in February for the following school year. Registration will continue until classes have reached the maximum number of students per class. Children will be added to a waiting list and we will let you know as space becomes available. A non-refundable fee of \$125 must accompany registration.**

## **Tuition**

**Yearly tuition is paid in one of the following ways:**

- 1.) Full year in advance—will receive 5% discount**
- 2.) 10 monthly installments with 1<sup>st</sup> and last month due on the 1<sup>st</sup> day of school.**

**Families enrolling more than one child will receive a 10% discount for the younger child. Families paying the full year in advance will receive a 5% discount.**

**If a child must be withdrawn, a 30-day written notice must be given.**

**Payments are due on the 1<sup>st</sup> of the month. A late charge of \$20.00 will be assessed on any delinquent payment received after the 5<sup>th</sup>.**

### **Attendance/Pick-up**

**We look forward to seeing your child each school day. We request you walk your child to their class. The doors open at 9 a.m. Please do not bring your child earlier unless you have made special arrangements with your child's teacher.**

**Pick-up is 11:30 for the Beginner classes, 12 p.m. for the Young Pre-K, and AM Pre-K classes, 3:30 p.m. for the PM Pre-K and 12:30 p.m. for the Kindergarten. *Please wait for your child's teacher to open the door and call your child by name to be dismissed.* If your child is to go home with someone other than the parent, a release form must be turned in prior to pick-up time.**

### **Late Pick-up**

**Parents must be on time to pick up their children. Young children can become anxious when they are the last one to be picked-up. If you know you are going to be late, call the school or your teacher's cell phone so your child will not worry.**

**If a parent is consistently late, a late fee will be charged at the rate of \$5 for every 15 minutes.**





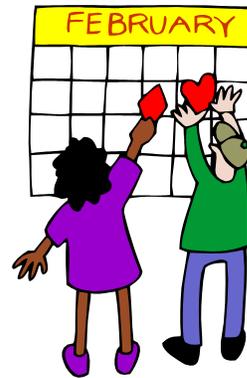
### **Illness**

**If your child is ill, please call the school at 425-284-2517 to let your child's teacher know.**

**Sometimes a child will become ill at school, in which case the parent/guardian will be notified. If we are unable to reach you, we will call the emergency contact person if it is evident that the child needs to go home. Please be advised that school personnel cannot administer medication. Children suffering from a contagious disease, heavy cold, or fever should not be brought to school.**

### **School Closure**

**We follow Lake Washington School District policy. If their schools are closed or have a late start due to snow, Overlake will be closed. Listen to the radio or go to [lakewashington.com](http://lakewashington.com) for details.**



## School Calendar

<b>Sept. 3</b> .....	<b>Parent Orientation 10am-11am</b>
<b>Sept. 4</b> .....	<b>Open House 9am-12pm</b>
<b>Sept. 8 and 9</b> .....	<b>First Day of School</b>
<b>Sept. 24 and 25</b> .....	<b>Class and Individual Pictures</b>
<b>Nov. 10</b> .....	<b>No School-Veteran's Day</b>
<b>Nov. 27</b> .....	<b>No School—Thanksgiving</b>
<b>Dec. 18</b> .....	<b>Christmas Program 7pm-8pm</b>
<b>Dec. 22-Jan. 1</b> .....	<b>Christmas Break</b>
<b>Jan. 5 and 6</b> .....	<b>No school (teacher prep days)</b>
<b>Jan. 7</b> .....	<b>School Resumes</b>
<b>Jan. 19</b> .....	<b>No School—Martin Luther King Jr. Day</b>
<b>Feb. 16-19</b> .....	<b>Mid-Winter Break</b>
<b>Feb. 23</b> .....	<b>2009-10 Registration (Current OCP Families)</b>
<b>March 2</b> .....	<b>2009-10 Open Enrollment Begins</b>
<b>April 1 and 2</b> .....	<b>No School-Parent-Teacher Conferences</b>
<b>April 6-9</b> .....	<b>Spring Break</b>
<b>April 30</b> .....	<b>Kindergarten Cap and Gown Pictures</b>
<b>May 6 and 7</b> .....	<b>Mother's Tea</b>
<b>May 25</b> .....	<b>No School—Memorial Day</b>
<b>May 27</b> .....	<b>Kindergarten Father's Lunch</b>
<b>May 28</b> .....	<b>All School Field Day</b>
<b>June 1</b> .....	<b>Beginner Classes Graduation</b>
<b>June 2</b> .....	<b>Young Pre-K Class Graduation</b>
<b>June 3</b> .....	<b>Pre-K &amp; Kindergarten Class Graduations</b>
<b>June 4</b> .....	<b>Kindergarten "Last Day" Party</b>

## Clothing

Children should come to school dressed in comfortable clothing that is easy for them to handle without too much help. Keep in mind preschool and kindergarten activities can be messy. We do provide paint shirts, but paint and other mediums do occasionally end up on clothing. **DO NOT WEAR YOUR BEST CLOTHES TO SCHOOL.** If you have extra socks, sweatpants, or T-shirts, consider donating them to our clothing box. We like to have something on hand in case of emergencies. Beginner classes: it's a good idea to provide an extra set of clothes to leave in their cubby.



## Personal Toys

It is very difficult for the teacher to keep track of items brought from home, so we suggest children not bring personal toys on a regular basis. **EXCEPTIONS:** If there is something really special that a child would like to share with the class because it relates to the theme, we suggest that it be brought in a bag with the child's name. If your child is very attached to a stuffed animal, it is acceptable to let them bring it to school. (Especially at the beginning of the year)



## **Show and Tell**

**Each teacher will give guidelines for her class.**

## **Special Guests/Parents**

**Research tells us that the best indicator of student success in school is parental involvement. Feel free to schedule time in your child's class. Your teacher will ask for parent volunteers many times during the year. If you have grandparents or other family members visiting and would like to bring them to school, schedule this with the teacher. We welcome you in our classes.**

## **Snacks/Lunches**

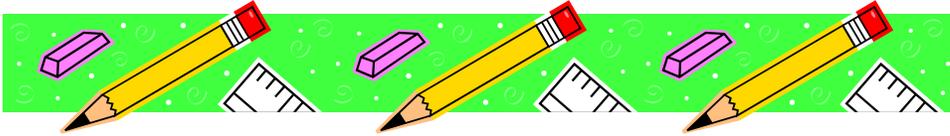
**Each class will set their own guidelines for snacks in the classroom. The kindergarten students will bring their own lunch each day. We request a healthy lunch with water or juice. No soda please.**



## **Birthdays**

**Birthdays are very important and we encourage celebrating in your child's class. Ask your teacher for any special instructions she may have.**





## **Curriculum**

**Our curriculum is a blend of teacher-directed and individual learning experiences, incorporated with a multi-sensory hands-on approach. Children learn by using their five senses to explore the world around them while developing an increased ability to think, reason, question and experiment. Our teachers are facilitators of learning, using a curriculum that is developmentally age appropriate**

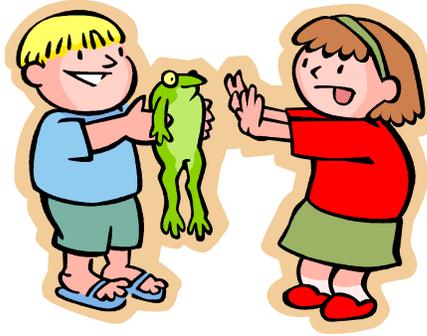
## **Daily Schedule**

**While each teacher chooses the schedule that best fits her students' needs, it generally looks like this:**

- |                    |   |
|--------------------|---|
| <b>9:00-9:15</b>   | <b>free play</b>  |
| <b>9:15-9:30</b>   | <b>calendar and sharing</b>   |
| <b>9:30-10:30</b>  | <b>centers i.e. art, science, play dough, puzzles, language, listening skills, blocks, dramatic play, sensory table, math</b> |
| <b>10:30-10:45</b> | <b>clean-up/wash-up for snack</b>   |
| <b>10:45-11:00</b> | <b>snack</b>  |
| <b>11:00-11:30</b> | <b>gym/outdoor play</b>   |
| <b>11:30-12:00</b> | <b>closing (stories/music/movement)</b>   |

***(Beginner classes end @11:30am)***

**The kindergarten has a different schedule. Your teacher will provide the schedule to you.**



## **Communication**

**Your teacher will provide you with a monthly calendar and /or newsletter. While our first priority in the morning is greeting the children and starting our day, quick messages concerning your child are welcome. Save anything else for the end of the day or put it in a note. Teachers are always available to schedule a conference time if the need arises.**

## **Conferences**

**Formal conferences are scheduled once a year in the spring.**

**Regular assessments are being conducted throughout the school year. Feel free to ask about your child's progress at any time during the year.**

## **Discipline**

**Our goal for your child is to teach them to be self-disciplined. If inappropriate behavior is observed, the teacher will use redirection and natural consequences to encourage appropriate behavior. Guidelines will be restated to help remind children of their social responsibility in the group.**

## **Chapel**

**The Beginner classes have chapel once a week in their room. (The youngest children do not adjust to changing their environment often during the day).**

**Young Pre-K, Pre-K and Kindergarten meet together once a week for a Bible lesson, singing, and reciting a monthly verse.**

**The kindergarten has a second chapel day in their class for more Bible discussion and working on their book: “Kindergarteners Answer Questions about God”.**

