



Little Doves

Preschool and Pre-Kindergarten

Parent Handbook

2024-2025

Updated 8/20/2024

Welcome

PEACE LUTHERAN CHURCH
welcomes you and your family
to
**Little Doves Preschool
and Pre-Kindergarten!**

We are happy to have you and your child as part of the program. The Peace Lutheran congregation cares about the development of your child. We appreciate this opportunity to be a learning resource to you and your entire family. Let us know if we can help you and your family with this service.

If you do not have a church home, we invite you to worship with us on Sunday mornings at 10:00 am. Sunday School is included during the sermon. Please see me personally or call our church office (360-794-2082) for additional details and information.

We hope your experience with Little Doves Preschool will be one filled with meaning and joy. Thank you again for allowing us to work with you and your family.

Linda Herman, Director



Little Doves Preschool and Pre-Kindergarten provides developmentally appropriate programs with a Christian emphasis for children ages two through six years old. It is governed by the congregation of Peace Lutheran Church under the direction of the Leadership Team. It is licensed through Washington State Department of Children, Youth, and Families. We meet all regulations of a licensed center. Our license is on file and available upon request.

The staff share a Christian attitude and love toward all children. We look forward to an exciting year sharing the ministry of Christ as we get to know you and your child.

- **Pastor** **Todd Roeske**
- **Director and Teacher** **Linda Herman**
- **Preschool and Pre-K Teacher** **Jennifer Mandish**
- **Preschool and Pre-K Teacher** **Tina Cooper**
- **“Just for Two’s”** **Linda Herman**

Goals

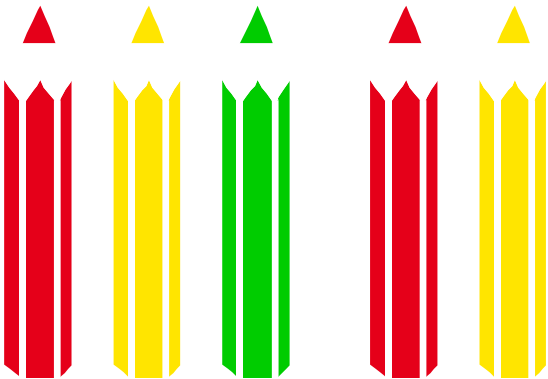
* To provide GROWTH in the areas of social, emotional, cognitive, physical, and spiritual

* To provide OPPORTUNITIES to help children develop a positive self-concept

* To provide GUIDANCE as children begin taking part in small and large group activities

* To provide INTERESTS AND EXPERIENCES which broaden children's readiness for school

*To provide ACTIVITIES that are appropriate for development of children



*Teachings emphasize
a love for Christ
and His children
through learning centers,
play, chapel, and
structured classes.*

Opportunities to · Grow · Discover · Learn · Have fun

Stories, Games, and Music Spanish Lessons, too!

Stories to hear and retell, Show and Tell, Puppetry, Pretend, Music, Singing, Creative Movement, Play

Art

Discovering, Exploring, and Experimenting with Art through Cutting, Pasting, Coloring, Folding, Painting

Physical Activity

Hopping, Crawling, Skipping, Climbing, Balancing, Jumping, Running

Colors, Shapes, Letters, and Numbers

Exposure to Colors, Shapes, Similarities and Differences, the Alphabet and Numbers (when appropriate in the child's development), including an emphasis on language experiences for language development

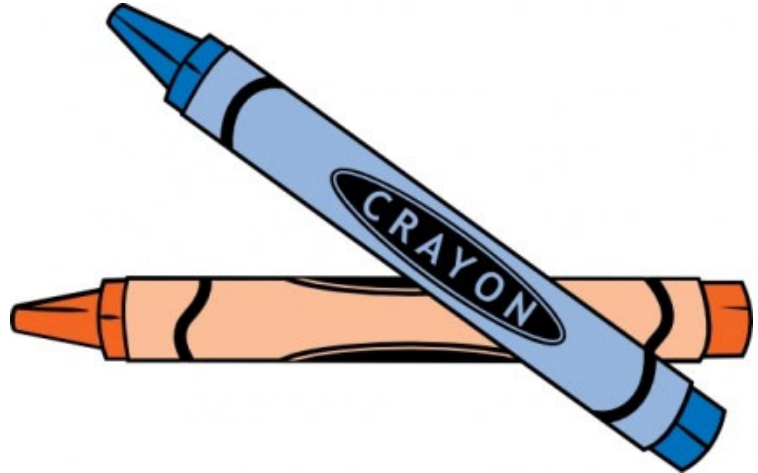
Presentations

Family, Community Helpers, Transportation, Animals, Health, Nutrition, Seasons of the Year and Holidays (stressing religious rather than commercial aspects)

Chapel is held once a week in the church sanctuary and is led by the pastor. The love of God and His blessings are taught as a natural part of your child's experiences.

Outdoor Activities are an integral part of the learning experience. Children unable to participate on any given day should be kept at home.

Daily Schedule



Classes

“Just for Two’s”

A program for children who are 18 months to 2 years of age by start of session and their parent, grandparent, or guardian

- **Six-Week Sessions**

Wednesdays

10:45 a.m. to 12:15 p.m.

Preschool

A mixed-age setting for 3 and 4 year olds who have reached 3 years of age by August 31

- ◆ **Two-Day Program:**

Tuesday and Thursday

9:00 a.m. to Noon

Pre-Kindergarten

A program for children who have reached 4 years of age by August 31

- **Three-Day Morning Program:**

Monday, Wednesday, Friday

9:00 a.m. to Noon

Our program provides a variety of experiences for the children. Each day is different and reflects the needs and developmental goals of individual age groupings, but a general schedule will be followed.

School Programs for Preschool and Pre-Kindergarten

Mornings

9:00 - 9:30 a.m.	Arrival and Circle Time
9:30 - 11:00 a.m.	Class Time
11:00 - 11:15 a.m.	Snack
11:15 - 11:30 a.m.	Chapel or Language Arts
11:30 - 12:00 noon	Outdoor Play/Closing

Little Doves Preschool is a faith-based program for young children. Religious stories are shared during the school day and used as part of our instructional activities and chapel times. We share a simple prayer before snacks and celebrate religious holidays as they occur. Your child is not forced to participate in religious activities or to attend religious functions.

School Calendar

2024-2025

JITTERS DAY

T/Th Preschool Class	Sep 5
M-W-F Pre-K Class	Sep 6

FIRST DAY OF SCHOOL

M-W-F Pre-K Class	Sep 9
T/Th Preschool Class	Sep 10

SPECIAL DAYS TO REMEMBER

Trunk-or-Treat	Oct 25
Parent-Teacher Conferences	Nov 21-22
	May 15-16
Christmas Programs	Dec 11
	Dec 12
Spring Fling	Mar 30
All-School Picnic	Jun 11

HOLIDAYS AND NON-SCHOOL DAYS

Staff Learning Day	Oct 11
Veteran's Day	Nov 11
Parent-Teacher Conferences	Nov 21-22
Thanksgiving	Nov 28-29
Christmas Break	Dec 18-Jan 3
Martin Luther King Day	Jan 20
Semester Break	Jan 31
Staff Learning Day	Feb 7
Presidents Weekend	Feb 14-17
Teacher In-Service Day	Mar 27
Spring Break	Apr 7-11
Parent-Teacher Conferences	May 15-16
Memorial Weekend	May 23-26

LAST DAY OF SCHOOL

T/Th Preschool Class	May 29
M-W-F Pre-K Class	Jun 11





Birthdays

Birthdays are special and it is fun for children to share their day with school friends. If you would like to provide a special refreshment, please contact the teacher in advance. Birthday snacks provided by parents must be store-bought, pre-packaged food in the original manufacturer's container. Please be sure snacks are nut-free and/or made in a nut-free facility/bakery.



What to Bring

Daily Snacks

The children love snack time and the chance to sit together and socialize. It is a fun part of the day for them! A snack and drink for the children will be provided daily by parents. We encourage healthy and nutritious foods and snack-size portions. Snacks should be brought in disposable paper and plastic bags. All containers and leftover food items will be discarded when the children are done eating. No lunch boxes or drink containers will go back and forth between school and home.

Extra Set of Clothes

Please bring an extra sets of clothes to leave at school. These items are needed for the first day and can be brought on Jitters Day ~ Meet the Teacher Day or the first day of school.

- Pants
- Shirt
- Underclothes
- Socks

Place items in a Ziploc bag with your student's name written clearly on the outside. This set of clothes is important even if your child does not have "accidents." Sometimes painting, sensory play, and outdoor fun can be wet and messy.

Safety Kit for Emergencies

Please include these items in another large Ziploc bag with your child's name on it.

- Large Trash Bag
- Small Flashlight with New Batteries
- Socks
- Small Package of Tissues
- Mittens or Gloves
- Comforting, Encouraging Notes from You to Your Child
- Picture of Your Family
- Small Toy
- Non-Perishable Nut-Free Snack
- Two Juice Packs
- Parent's Contact (Text-able) Phone Number

Health Care Policies

Communicable Diseases

Parents are asked to notify the school when a child has been diagnosed with a communicable disease. This cooperation is necessary to slow the spread of diseases, such as chicken pox, lice, and ring worm. Children who have had a contagious disease may re-enter class only at the discretion of the teacher or upon release by family's physician.

Communicable diseases will be reported to the local health department and licenser. Parents will also be notified.

Illness

Please call the school or leave a message in Brightwheel, if your child is ill and will be absent. Please inform the director or teacher of your child's illness before returning to class. Your child's health and the health of all children is important to us.

Children will be checked at the door for any signs of illness before entering the school. If children get sick at school, they will be separated from the group and monitored by the teaching staff until parents come and pick them up.

Health Status

Parents will complete health status information on the registration form noting dates of immunizations, allergies, physical handicaps, etc. Immunizations must be kept current, and a record of immunizations must be submitted before child enters school. A licensed medical doctor must sign off on personal or medical exceptions for immunizations. There are no exceptions for MMR per Washington state law as of July 28, 2019. In the event of an outbreak or epidemic of illness that a child has not been fully immunized for, the Snohomish County Health District may require a child to be excluded from school for the entire duration of the outbreak or epidemic.

Note: if your child has special medical needs, please alert the preschool director, so an Individual Plan of Care can be completed.

Health Guidelines

The following guidelines may be used if you have questions about when to send your child to school:

- Temperature of 100° under arm along with one of the following
 - Diarrhea or vomiting
 - Earache
 - Signs of irritability or confusion
 - Sore throat
 - Rash
 - Fatigue that limits participation in daily activities
- Vomiting on two or more occasions within past 24 hours
- Diarrhea with three or more watery stools within 24 hours period or any bloody stool
- Rash, especially with fever or itching
- Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment
- Sick appearance, not feeling well and/or not able to keep up with program activities
- Open or oozing sores, unless properly covered and 24 hours have passed since starting antibiotic treatment, if necessary
- Lice or scabies
- Any symptom listed on the COVID-19 health screening form or request to quarantine from healthcare professional.

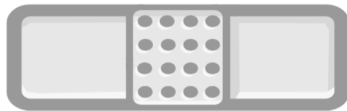
We will follow Snohomish Health District protocols and guidelines in the event of community health concerns, outbreaks, or pandemics.



Medication Management

Please alert teacher if child is completing any antibiotic prescription as part of treatment for illness or infection.

If prescription medications are needed, parents must complete the Medication Authorization Form before teaching staff can administer. We cannot give medications “as needed.” All medications must be in their original container. They will be stored or refrigerated as necessary. All unused medications will be returned to the parent.



Medical Emergencies

Prior to the start of school, parents will complete Consent to Medical Treatment. In the event your child becomes ill at school or has an accidental injury, we will provide emergency first aid and contact you immediately. If we cannot reach you, we will call your emergency contact number and/or physician. Parents will be asked to provide necessary emergency transportation. If this is a life-threatening situation, we will call 911!

Safety

Fire and earthquake drills will be held on a regular basis. Emergency kits are stored at the school and will be used if necessary.



Insurance

Little Doves Preschool is covered by the blanket liability insurance policy of Peace Lutheran Church . The parent’s medical coverage is considered primary in the event of an accident.



Health Policies Handbook

Located on the Parent Information bulletin board are the school’s complete health policies. Please see the Director with any questions.

Handwashing

Children will be taught the proper way to wash their hands. We wash our hands before the start of class, after using the toilet, after playing outdoors, after touching body fluids and before and after eating.



COVID

Little Doves will follow the latest COVID guidelines from the Washington Health Department and the Department of Children, Youth, and Families. A copy of these guidelines are available upon request.

Behavior Management and Guidance



At Little Doves we understand that children have a wide variety of health and developmental needs. We will make reasonable accommodations for children as needed to provide a quality education and care within the ratios laid out by the State of Washington. Sometimes a child's health or developmental needs require more specialized care than we can provide. If we find this to be the case, we will assist parents/guardians in finding the most appropriate school or setting for the individual child.

Little Doves uses indirect guidance techniques:

- We give advance notice: "You have five 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 routine: "We always wash our hands before lunch. After lunch is story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking if the child 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 child knows what to expect and learns to trust and feel safe in his/her environment.

We also use direct guidance techniques:

- We use positive statements: "We use walking feet indoors," rather than "Don't run!"
- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, 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 will be given for the child to regain control. Time out occurs only when other measures fail and is used as an opportunity for the child to regain self-control, not as a punishment.

By law, and by our own program's philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling ("bad," "naughty," etc.), or any other negative reaction to the child's behavior. All forms of corporal punishment are strictly forbidden.

If a child is unable to regain control and/or requires more individual attention than can be given within confines of the program, parents will be contacted and the child may be asked to leave the school.

Coming and Going to Little Doves

Little Doves Preschool cannot assume responsibility for the transportation of students to and from school.



DROP OFF

Please arrive as close to starting time as possible. Bring your child to the designated entry door to the main hall.

CHECK-IN and CHECK-OUT

Check your child in and out daily using the Brightwheel app. All families must download the app before starting classes. The first day you will be asked to scan our unique QR code from Brightwheel and follow the steps in the app to complete check-in. Adults are required to assist their student in washing their hands before going into class.

Please note that children are not permitted to check themselves in or out of school.

We take the safety of each child very seriously. Our security system keeps all doors locked throughout the day. If parents need to enter the facility during class time, please call the school (360-794-7230) or ring the doorbell.



PICK UP

All children should be picked up promptly at dismissal time. A fee of \$20.00 will be charged after 10 minutes. Waiting even for a short time can be very difficult for young children. They are anxious to greet parents and share the events of their day!!

Any other adults permitted to pick up your child must be named in the Brightwheel app or on the registration forms. Verification of identification is required. Director must be notified if anyone other than the parent, primary guardian, or regular daycare provider is to pick up your child.



SPECIAL EVENTS AND OUTINGS

Field trips, outings, and special events are part of the learning process. The teacher will plan and coordinate all field trips and special events, sending home information for each activity. If for any reason your child cannot go on a field trip, please inform the teacher and keep him or her home that day.

Parents are encouraged to be part of these special activities, providing help with supervision when and where possible. When necessary, parents provide transportation, but most outings will be walking trips in the area. Parents will be asked to help chaperone the children safely when we walk to close destinations.

Ice and Snow



Clothing

Since our program encourages activity, children are encouraged to **WEAR COMFORTABLE PLAY CLOTHING**. Dresses and loose sandals, clogs and shoes with slippery soles present safety hazards, especially when climbing. Tennis shoes are best for school activities.

Please dress your child adequately for each season of the year.

We ask that you **PUT YOUR CHILD'S NAME ON ALL CLOTHING**, especially caps, coats, jackets, sweaters, boots, shoes, and bags.



The weather in Monroe area has been known to change quite suddenly. In the past few years, we've also suffered through some extreme conditions.

Please listen carefully to radio and television announcements to ensure that weather conditions have not changed, thus causing a change in the opening of school. PLEASE DO NOT CALL THE SCHOOL, SINCE TEACHERS WILL NOT BE AVAILABLE. Announcements will be made daily between 6:00 a.m. and 8:00 a.m. on the radio stations, KIRO 710 AM and KOMO 1000 AM and also on local television stations.



Little Doves will be open unless the Monroe School District announces its closure on radio and/or television stations. Our school will put out a closure message in Brightwheel messages.

During inclement weather, typical announcements may include:

- * If Monroe School District is closed, then Little Doves is also closed.
Note: If Monroe's preschool is cancelled, Little Doves is still open. Little Doves only closes if entire district closes.
- * If Monroe School District is 1 hour late, then our AM programs are ONE HOUR late.
- * If Monroe School District is 2 hours late, then our AM programs are cancelled.



If weather conditions make early school closure necessary, parents will be contacted.

If parents cannot be reached, children will be kept until regular time of school closure.

Registration and Fees

Preschool and 3-Day Pre-Kindergarten: \$180 Registration

The Registration/Supply Fees insure your child's place in the program and is not refundable. Acceptance into any program is based on space available. Enrollment is assumed to be for the entire school year.

Waiting Lists are established once a class is filled. Parents will be notified when an opening is available. If enrollment does not support a particular class, that class may be dropped.

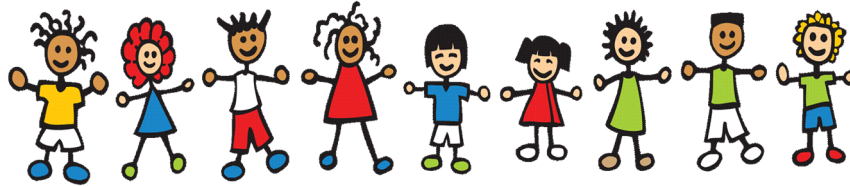
Little Doves Preschool admits boys and girls
of any race, color, national, ethnic, or religious origin.



Tuition

	Days	Duration	Tuition Payment
“Just for Twos”	1 day/week Wed	6-week session	\$70 per session 10:45 a.m. - 12:15 p.m.
Preschool	2 days/week Tue-Thu	9-month school year	\$225 x 10 payments 9:00 a.m. - noon
Pre-Kindergarten	3 mornings/week Mon-Wed-Fri	9 1/2-month school year	\$335 x 10 payments 9:00 a.m. - noon





Financial Responsibilities

REGISTRATION FEE

Preschool registration fees are due at registration. These fees cover cost of equipment, curriculum, paper and art supplies, and other operational costs; they do not apply toward tuition and they are not refundable. If a student fails to attend or is withdrawn from school, the registration fee is forfeited.

TUITION

All tuition payments are due by 15th day of each month, beginning August 15th. Your child's tuition is an annual fee paid in individual installments and reflects the fact that some months have more (or less) school days than others.

BRIGHTWHEEL

Little Doves uses Brightwheel for the collection of tuition and fees. Families will be expected to enroll on the app prior to the start of school. Late payments, returned payments, and other fees will be managed by Brightwheel. If a tuition payment has not been received by the 15th of the month, Brightwheel will assess a \$30 late fee. After 30 days, a child may be suspended from class until their account is made current. Families with past due accounts lose their "continuing student" status during the registration/re-enrollment period. Re-enrollment is not permitted until account is paid in full.

DSHS

Children using DSHS subsidies must complete all necessary paperwork prior to start of class.

LATE PICK-UPS

A fee of \$20 will be charged, if more than 10 minutes late to pick up child.

FAMILY DISCOUNTS

There is a 10% tuition discount given for second child and 50% discount for third child currently enrolled in school.

FINANCIAL ASSISTANCE

Families with limited financial resources may apply for tuition assistance through the Preschool Board. Identification of all applicants and recipients will be kept confidential. Please contact Director for information.

WITHDRAWAL

Thirty-day notice must be given if withdrawing a child. Tuition must be paid during the 30-day period. Payments are due for all months attended should a child withdraw from the program before the end of the school year. Students may not withdraw from classes after March 31st. After this date, tuition is due in full for the remaining school year.



Little Doves

Preschool and Pre-Kindergarten

2024-2025 Enrollment Agreement

Child's Name _____ Date of Birth _____

Parent/Guardian(s) Name _____

I hereby request entry for my child in the **school program** indicated:

Just for Two's: *A program for children who are 18 months to 2 years of age by start of session* *Scheduled throughout school year*

Just for Two's **Wednesdays** **10:45 a.m. to 12:15 p.m.** **\$70/6-week session**

Preschool: *A mixed-age setting for 3 and 4 year olds who have reached 3 years of age by August 31* *September through May*

Two-Day **Mon and Wed** **9:00 a.m. to noon** **\$225 x 10 payments**

Pre-Kindergarten: *A program for children who have reached 4 years of age by August 31* *September through mid-June*

Three-Day **Mon, Wed, Fri** **9:00 a.m. to noon** **\$335 x 10 payments**

Tuition Payments: I agree to make regular, prompt payment of all tuition and fees. I understand my first payment is due on or before August 15th or at time of registration (whichever is later). I understand that all tuition installments will be made through Brightwheel and they will be due by the 15th of each month. I understand that the tuition is an annual fee divided into ten payments and reflects the fact that some months have more or less school days than others. I understand that the full payment is due even if my child is absent due to illness, family vacation, snow or inclement weather. I also understand that my tuition payments may be doubled the first month, if enrolling after August 1st, in order to catch up on tuition costs.

Registration Fees: I agree to pay the registration fee at time of registration. I understand that these fees cover the cost of equipment, curriculum, paper and art supplies, and operational costs. They do not apply towards tuition and they are not refundable. If my child fails to attend or is withdrawn from school, I understand that the registration fee is forfeited.

Late Pick-Up: I understand that I will be charged a late fee of \$20 if I am more than 10 minutes late to pick up my child.

Late Payments: I understand that Brightwheel will charge a late fee of \$30 for any payments made after the 15th of each month.

Family Discounts: I understand that a tuition discount of 10% will be given if I have a second (younger) child in the program and a 50% discount will be given for a third (youngest) child enrolled together at the same time.

Financial Assistance: I understand that families with limited financial resources may apply for tuition assistance through the Preschool Board. I understand that the identification of all applicants and recipients will be kept confidential. I also understand that an award letter must be presented prior to the start of class, if my child is receiving DSHS subsidies.

Withdrawal: I understand that I must give 30-day notice if withdrawing my child and that payments are due for all months attended should I withdraw my child from the program before the end of the school year. Students may not withdraw from classes after March 31st. After this date, tuition is due in full for the remaining school year.

_____ (initial) I have read and understand this Enrollment Agreement.

_____ (initial) I have read and understand the Parent Handbook.

Signature of Parent/Guardian(s) _____ Date _____

For Internal Use

Date _____

By _____

Disaster Plan

Little Doves has prepared a Disaster Plan to cover major disasters that could affect our school and surrounding community. Our plans include earthquake, fire alarm/emergency, gas leak, flooding, building and site evacuation, field trip incident, power outage, storms and snow, hazardous materials accident, bomb threat, emergency lockdown/intruder alert, missing child, kidnapping, child abuse and assault on a child or staff member.



Before the Crisis or Disaster

- Children will be prepared with regularly scheduled fire and earthquake drills and lockdown procedures.
- Emergency supplies has been set aside.
- A disaster/crisis emergency plan has been prepared.
- Staff has been trained.
- Safe locations and alternate sites have been identified.
- Potential hazards have been identified and corrected.
- Adult responsibilities have been outlined, so everyone knows who is in charge of what.

During the Crisis or Disaster

- We will seek appropriate cover.
- We will account for all children.

Immediately after the Crisis or Disaster

- We will implement our Disaster/Crisis Emergency Plan.
- We will assess injuries and provide first aid.
- We will assess damage.
- We will evacuate, if appropriate.
- We will shut off utilities, if necessary.
- We will check and distribute emergency supplies, as needed.
- We will listen to the radio.
- We will call emergency contact telephone numbers.
- If necessary, we will relocate to Frank Wagner Elementary.

Longer Term Planning

- We will calm the fears of the children.
- We will recheck and change disaster plan, if necessary.
- We will restock emergency supplies.
- We will take care of the children and staff.

We have written documentation of our disaster plan available for parents to read and review. Please see the preschool director, if you would like additional information.



Reporting Child Abuse

Little Doves staff members are required by law to report an instance when they have reason to suspect that a child has been physically, sexually, or emotionally abused, neglected or exploited. This report must be made to Child Protective Services. If there is immediate danger to the child, we must also report to local law enforcement.

Bullying

The U.S. Department of Education defines bullying as “intentional, repeated, hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional or sexual in nature. Bullying also occurs in other situations such as hazing, teasing, intimidation or humiliation. Same-gender and cross-gender sexual harassment in many cases also qualifies as bullying.”

In cases where violations involve bullying, fighting, willful disobedience, injury, destruction of property, improper use of technology resources, profane, vulgar or obscene language/gestures, or breaking civil codes, parents or guardians will be notified immediately. Bullying will not be tolerated at Little Doves.

If an incident of bullying is seen, the offending student will be removed from social time. If the bullying behavior continues, the student may be suspended or expelled from school.



Parents

PARENTS have the primary task for providing a home of love, forgiveness, trust, fulfillment, respect, and self-esteem. Little Doves Preschool can support parents by providing a wide variety of learning experiences in a Christian environment.

PARENTS are an integral part of the program and they are always welcome to visit the school at any time their child is in attendance. There will be wonderful opportunities to volunteer in the classroom (upon completion of a background check). We look forward to your participation!

Parent education and other preschool information of interest to **PARENTS** will be posted on the bulletin board in the hallway by the preschool room. Regular monthly calendars will be sent home and put on the Brightwheel app, helping to keep parents informed of what's happening in the classroom and all the special school events.

PARENTS are part of our Little Doves family and we encourage you to keep in touch with both our public Facebook group (Little Doves Preschool and Kindergarten) and the Brightwheel app. It is a great way to connect with the teachers and other families.

Teachers will share with **PARENTS** the progress and strengths of their students at least twice a year during fall and spring Parent-Teacher Conferences. Additional conferences may be arranged by contacting the teacher.

PARENTS are most important in the development of their children. We are pleased to be able to share in this special responsibility.

**Welcome
to Little Doves Preschool
and Pre-Kindergarten!**



Website: littledovespreschool.com
Email: littledovespreschool@gmail.com