



Preprimary Program Parent Handbook

We believe that learning is a lifelong process, and our responsibility to the young learner is to provide the proper foundation from which she or he can grow and build – cognitively, physically, socially, emotionally, and creatively. Our goal is to ensure that each child is well prepared to excel in the next phase of learning.

This Parent Handbook has been designed to provide important information that parents need when selecting the right school for their child. All of the dedicated teachers at Cedar Crest Academy want to be certain that your child has the very best early childhood education possible, and we thank you for considering Cedar Crest Academy.

Please take the time to read all of the following information to help you better understand our program and philosophy. Then, please keep this handbook for future reference as a Cedar Crest Academy parent.

OUR SCHOOL

Cedar Crest Academy's program is ideal for families who are looking for more than the traditional early childhood education experience.

While we are large enough to offer many of the benefits of the larger centers, we are also small enough to create the intimacy of being a community wherein our center becomes a family. Parents come to know one another, teachers know the children from every class rather than only those on their own rosters, and everyone – parents and teachers alike – work together toward the positive growth and development of the children.

OUR PHILOSOPHY

We believe that learning is a lifelong process, and our responsibility to the young learner is to provide the proper foundation from which she or he can grow and build – cognitively, physically, socially, emotionally, and creatively. Our goal is to ensure that each child is well prepared to excel in the next phase of learning.

At Cedar Crest Academy, we recognize that each child is a special person with a unique background and experiences, as well as distinctive emotional, social, intellectual, and physical needs and characteristics. We also understand that each child develops differently – at his or her own pace. Children learn best and are happiest when they have a positive self-image and are in a supportive, caring environment. This is why we are committed to creating a nurturing, stimulating, challenging, safe, and creative environment; we want the children in our program to thrive, learn, and develop to their fullest potential.

OUR PROGRAM

Children learn in different ways; some learn from large group settings by watching, listening, and mimicking, while others learn from more intimate, small group, hands-on interactions. Some children are more visual learners, while others are more auditory learners, and still others prefer a more tactile approach. Some children thrive in a more structured environment while others prefer a more free-flowing or spontaneous learning experience. Children will often change their preferences and benefit from different learning methods or environments at different times or during different tasks. Cedar Crest offers a comfortably structured blend of each of these approaches to learning. Our program is designed such that each classroom will not only allow for active exploration and child-initiated activities, but will also allow the teachers to guide and instruct children to further exploration in the various themed classrooms. Our pedagogical methods include but are not limited to teacher-initiated group activities such as stories, games, songs, instruction, and circle time; one-on-one teacher and student interaction; child-initiated large and small group activities;

and individual learning. Whatever his/her learning preferences are, we ensure that your child's learning will be hands-on, tangible, meaningful, and fun.

CURRICULUM

We have age and developmentally-appropriate programs, equipment, and curriculum. Our curriculum is developed from a mix of educational publishers including Bridges in Mathematics, Imagine It! Reading Program, Handwriting Without Tears, Singapore Math, and others that are integrated into our themes to produce a meaningful and fun way for children to learn. We utilize both phonics and whole language in teaching letters and letter sounds – precursors to reading.

A curriculum theme is introduced weekly or bi-weekly and expanded throughout each themed classroom. This school-wide integration provides reinforcement of the topic as well as different angles from which to approach each theme, thereby ensuring it is absorbed by our young learners in the learning method they prefer. The themes are visible throughout the center in props, enrichments, and décor, and each theme is taught through a variety of activities. Your child's teacher prepares the weekly lesson plan so that it aligns with the theme and is age and developmentally-appropriate.

CORE COMPONENTS

All children can achieve at high levels if given the resources to succeed. These resources are the core values and the cornerstones on which our program is built:

GOOD EDUCATORS

We believe that a child's teacher is the most important asset in quality education. We hire only the most experienced and qualified teachers who will have a positive effect and realize their significant role in the life of each child.

We believe that children have a natural and innate desire to learn about their world, and it is up to us as educators to make the learning process exciting, tangible, and meaningful. Our educators believe in this philosophy and are committed to quality teaching; making your child's early learning experience both positive and engaging.

SUPPORTIVE AND INVOLVED FAMILIES

We believe that a parent or guardian is a child's first and most important teacher; therefore, we include parents in the learning process and insist on parental involvement in our program. We encourage and facilitate communication between home and school including an awareness of current trends in education and sharing planned activities for the children. We designed our program to foster not only relationships between home and school but also between families of the children within each class and in the entire Cedar Crest community.

Just as an active parent is essential to the success of an individual child, an active parent community is essential to the success of the school. We understand most parents are very busy. For this reason, we have developed the following list of involvement opportunities necessitating various levels of time and effort. Please do not feel limited by this list, as we intend it to serve as a springboard from which you may develop your own ideas for involvement.

- Volunteer in your child's classroom.
- Join the Parents Association that meets at regularly scheduled times.

- Attend and assist with school functions such as our Thanksgiving Potluck, Mother's Day, Father's Day, Ice Cream Social to name a few.
- Share customs, hobbies, talents (playing an instrument or reading a book) and careers with the children when you have expertise related to the weekly curriculum topic.
- Work closely with your child's teacher, ensuring active and continual dialogue regarding your child's progress.
- Be involved with our philanthropic functions.
- Provide feedback, suggestions, and constructive criticism on how we can improve our program.

ONGOING COMMUNICATION

In addition to daily dialogue between you and your child's teachers regarding your child's day, we utilize various other forms of communication to keep parents abreast of individual, class, and school news.

- We rely heavily on information technology as a means of communicating with parents. "Daily Happenings" of your child's class will be posted online at www.cedarcrestacademy.org and parents are encouraged to read them on a daily basis. These postings allow you to learn about your child's day before pick-up, giving you the opportunity to ask further questions. Additional periodic emails are sent with announcements and news regarding Cedar Crest events and information as well.
- Monthly classroom newsletters keep parents up to date with their child's specific classroom activities, needs, events, milestones, and other important information.
- All teachers have telephones, computers and tablets in their classrooms and have Cedar Crest Academy email accounts.
- Progress reports are completed and distributed in January and June of each year, at which time parents may sign up for one-on-one conferences with their child's teachers to discuss developmental progress and to set individual goals.
- Orientation Meet and Greet, Curriculum Night, family activities, and special holiday events also provide parents with the opportunity to engage in further dialogue with teachers.

STIMULATING ENVIRONMENT

An excitement for learning and an enthusiasm for the school experience are fostered through the dynamic theme-based and activity-centered environment found at Cedar Crest Academy. Each child is given the opportunity to experience success while being guided through a well-balanced program of individual projects, small group activities, and large group interactions. We are committed to providing a fun-filled, rewarding program that meets each child's intellectual, physical, social, creative, and emotional needs. Your child's typical day will include individual attention, gentle guidance and instruction, developmentally appropriate activities, and exposure to reading, math, science, art, music, and problem-solving challenges, all integrated with introduction to and in-depth exploration of the current curriculum theme.

THEMED CLASSROOMS

Every classroom is themed, creating a more in-depth exploratory space. Each classroom's theme is presented through special décor and furnishings, as well as specialized learning equipment appropriate to that particular classroom (for further information please link to the specific classroom descriptions on our website). Each of our four campuses includes but is not limited to the following classroom themes: Language and Literacy; Imagination and Drama; Library and Computer Lab; Music and Movement; Cafeteria and Art Studio; Science and Sensory; Mathematics and Manipulatives; Building and Construction; and Nature and Environments.

Each classroom serves as a Homeroom to one of our classes, and throughout the day each class and its teacher's journey together from one discovery-based classroom to another. This gives children the opportunity to engage in and explore each area while preventing them from being stifled and growing bored in one classroom throughout the entire day. Your child's teacher moves

with the class from one classroom to another. This provides continuity and stability while the children are exposed to changes in their environment.

SCHOOL DAY SPECIALISTS AND AFTER SCHOOL VENDORS

In addition to our regular curriculum, we offer a rotating assortment of school day specialists which include, but are not limited to Playball, Physical Education, Foreign Language classes, Shining Stars, and Music. Each class participates in at least two weekly activities which vary according to age level. Teachers with specialized training and expertise in these areas administer developmental- and age-appropriate lessons to broaden and strengthen the children's knowledge in these subject areas.

Cedar Crest Academy also offers a variety of Extracurricular Activities which take place after our 9-4 school day. Each campus offers classes that are able to adapt to their specific space limitations and include but are not limited to Martial Arts, Native and Non-Native Chinese, Hindi, KidzDance, Chess4Life, and Woodworking. As with our pull-out programs, different programs are offered at different class levels. Pull-out and Extracurricular Activities classes are taught weekly, and include both conceptual teaching and hands-on activities.

HOURS OF OPERATION & HOLIDAYS

Cedar Crest Academy's hours of operation are Monday through Friday, from 8:00a.m. – 6:00 p.m. Our school day runs from 9:00am – 4:00pm with before school care running from 8:00-9:00am and after school care running from 4:00pm-6:00pm.

Cedar Crest is open year-round with two separate sessions, a School Year and Summer Session. Our School Year begins September 1st and ends on June 30th. Our Summer Session runs through July and August.

Cedar Crest Academy is closed on the following days: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Veteran's Day, Christmas Eve, and Christmas Day. Additionally, we are closed for Winter Break and Spring Break, as well as three Teacher In-service days before the start of each new School Year and one Professional Development day, please see the School Year Calendar for specific closure dates.

For weather-related closures and late-starts, please check individual campuses voice mails and emails. Voice mails will be updated the day of the closure and/or late start no later than 6:00am and an email will be sent via the campuses individual email distribution lists.

School Year and Summer calendars are distributed well in advance to help you plan family vacations, alternative child-care, etc. These calendars are available for viewing and printing on our website.

SUMMER SESSION

Cedar Crest Academy's Summer Session offers more of a "summer camp" type experience. We continue to use themed curricula with a less academic focus, allowing us to engage in fun, active learning activities while also enjoying the beautiful summer weather. We increase the number and frequency of both extra-curricular activities and special vendors. Our Summer Session takes place

during the months of July and August. For more information on our summer activities, please see the Summer Calendar on our website.

TUITION & FEES

Tuition is paid monthly in accordance with a signed Enrollment Agreement. Cedar Crest requires that tuition payments are made through Tuition Express, an automatic tuition withdrawal program (ACH). The process is simple and convenient, and has no cost to parents. Tuition withdrawals will be drawn on the 1st of each month for that month's fee. In the event that the 1st of the month falls on a weekend or holiday, tuition will be withdrawn on the day prior (Example: If May 1st falls on a Saturday, tuition will be processed on Friday, April 30th).

We ask that you notify us prior to the end of the month when you have schedule changes for your child such as Before Care or After Care, etc. These changes must be either emailed to us or noted at the front office and initialed by you.

Current Cedar Crest families will re-enroll in February for the following Summer Session and School Year, at which time the annual, non-refundable Security Deposit, Registration and Education Fees will be collected. Please refer to your Enrollment Agreement for tuition and fee information.

To keep up with inflation and teacher pay increases, tuition is subject to an annual increase of 3-7% per year. You will be notified in advance of tuition increases.

We do not give credit for sick days, absenteeism, or vacation. Full tuition must be paid if your child is absent.

SNACKS AND MEALS

We provide a morning snack, lunch, and an afternoon snack for all children. We also provide breakfast for children enrolled in our before school care program and a late afternoon snack for children enrolled in our after school care program. We believe a healthy body is a necessary component to a child's learning. We, therefore, provide high quality, warm and nutritious meals that include all five food groups and exceed USDA guidelines. All of our milk and fresh fruits and vegetable are organic. Menus of all served meals and snacks are available to take home, and the current menu is posted each week. We also offer a vegetarian menu.

If, for medical or religious reasons, your child should require a special diet or has a food allergy, please discuss this with the Directors and indicate the special need in your enrollment information. We keep an Allergy/Dietary Restrictions chart in each classroom and in the kitchen listing the child's name and the prohibited food; this list is updated monthly. We make every effort to accommodate restricted diets. If your child has a food allergy, you will need to complete a Childcare Emergency Plan for Allergic Reactions form that must also be signed by your child's doctor. Please obtain this form from the front desk.

Since Cedar Crest Academy provides full meals and snacks, we request that you do not bring food from home unless prior arrangements have been made.

POLICIES

Cedar Crest Academy's Preprimary Program serves children from Young Preschool age to Prekindergarten. We do not discriminate on the basis of race, color, national origin, creed, religion, sex, age, or disability in our enrollment.

RELIGIOUS AFFILIATION

Cedar Crest Academy is not affiliated with any religion. While we believe that religion and spirituality have a place in our society, our program and curriculum do not promote or teach any specific religion. We do teach about and celebrate many major religious holidays in our social studies curriculum; however we do this for the purpose of broadening the children's social and cultural awareness, not for the purpose of teaching religion.

ENROLLMENT PROCEDURE

Before applying, please make yourself familiar with our Application Procedure, outlined below. We ask you to carefully consider your goals for your child's early education, because children benefit from continuity and familiarity. We appreciate applicants who are looking to continue in our program for multiple years. *When answering the parent questions, please take the time to answer thoroughly and thoughtfully. Feel free to attach any additional documents that will help us get to know your child.* We may ask applicants with incomplete applications to come to the school for a play date in order to determine enrollment. Thank you again for considering Cedar Crest Academy.

Please note the following prerequisites to admission into our program:

- Child must be the appropriate age by August 31st of the school year for which you are applying. Our school year runs September through June, with the summer program running July and August. Young Preschool (Age 30 months by 8/31), Preschool (age 3 by 8/31), Pre-K (age 4 by 8/31).
- **Child must be fully potty-trained. No pull-ups or nap time diapers allowed.**
- Application procedure must be followed as outlined below, including the submission of a non-refundable \$100 application fee. If you wish to be considered for multiple campuses, please rank order of preference on the application.

Application Procedure

Step 1: Read.

Frequently Asked Questions and our Parent Handbook located on our website: www.cedarcrestacademy.org.

Step 2: Tour.

Get to know us by attending a tour and/or Open House. Tours are given regularly, on pre-set dates at 9:30 a.m. at each of our campuses. Please note that space is limited on each tour and tours fill quickly. We recommend setting your tour date as soon as you decide which campus you'd like your child to attend. You are welcome to tour all of our campuses if you wish. Tours can be set up by scheduling them online at our website. For Open House dates, please check our website.

Step 3: Apply.

After completing a tour and/or Open House, you can download an application from our website or pick one up at any campus. If your child is currently enrolled in a program, his or her current or most recent teacher must fill out the attached Teacher Recommendation

Form. Applications can be submitted by mail or in person to your first choice campus. Applications will not be considered unless submitted with the required, non-refundable application fee. **Applications must be postmarked no later than the second Friday in February for the School Year in which you are applying.** Please note that applications are not considered in the order received; all applications go into a general pool from which students are chosen. No priority is given based on application date, and applications may not be submitted more than a year in advance. Please apply only for the coming School Year. If you are looking to enroll and the School Year has already begun, contact the campus you are interested in directly to schedule a tour and check availability.

Step 4: Receive confirmation.

Once we have received your application and fee, you will receive a confirmation e-mail with a date by which you should receive notification of our decision.

Step 5: Await notification.

After we have reviewed all of the applications, you will receive a letter stating whether or not we are able to accommodate your child during the School Year for which you have applied. These letters will be sent out during the first week of March. If we are not able to accommodate your child, we will keep his/her application on file during the remainder of the School Year in the event that an opening arises.

Upon mutual agreement to enroll your child in our program, you will receive an Enrollment Packet. This packet includes forms that need to be filled out, signed, and returned to us before your child is officially enrolled. Please refer to the letter accompanying the Enrollment Packet for the deadline by which we must receive these documents. If we do not receive your completed Enrollment Packet along with the required, non-refundable fees by the given deadline, your child's spot will be given to another child.

Your child's first introduction to Cedar Crest will be in the form of a "Meet and Greet". During this time your child will have the opportunity to meet their classroom teacher and new friends, explore their classroom and get comfortable in a new environment. Once your student is settled in the classroom, you will meet with the Director for a Parent Orientation. The date of your child's Orientation and "Meet and Greet" will be based on your preferred start date once enrollment is finalized, and is typically held on the last or first school day of the month. Their first day of school will be a full day based on regular school hours.

DISENROLLMENT

If the Parent(s) choose to withdraw the Student, Cedar Crest requires one full month's written notice to be submitted during the first week of the month *prior* to the withdrawal (i.e., June withdrawal requires written notice by the first week of May). A withdrawal of the student from Cedar Crest Academy by the parent **will result in the forfeiture of the security deposit** paid during the previous school year.

ATTENDANCE

We request that children are dropped off between 9:00-9:15 a.m. to ensure continuity and consistency in the program, and to allow the day's activities to get started. Please keep in mind that late arrivals cause disruption to your child's class. If your child will be absent, please phone or e-mail us between 8:00 a.m. - 10:00 a.m. and also let us know the reason for the absence.

We maintain a daily attendance record of all children under our care. These attendance records are vital in the event of an emergency and are also required by state law; please comply with our

Sign-in and Sign-out requirements by signing your child in upon arrival and out upon departure in your child's classroom. It is very important that your child's teacher be aware that you are dropping off or picking up your child; please be sure to get the teacher's attention when your child arrives and leaves, in addition to signing in and out. If you pick up your child directly from an after school vendor, you are still required to have the vendor teacher and the aftercare teacher acknowledge you are leaving.

PARENT BEHAVIOR POLICY

At Cedar Crest Academy we focus on developing the whole child socially, emotionally and academically. We teach our students to be respectful, kind and courteous to their peers, teachers and other adults and we expect they will behave this way. We want them to know they are in a safe environment from the minute they walk into class. Cedar Crest holds its parents to this same standard. Every adult associated with our school will be expected to follow our behavior policy.

Parents are expected to support, encourage and model the respectful behavior we teach our students. In the event a parent or adult has a complaint or concern with regard to a student or another parent, this adult should request a time to discuss their concerns with their child's teacher. If, within a reasonable amount of time after speaking with the teacher, they are not satisfied their concerns are being properly handled, the next step should be to request a meeting with the school's Director.

It is never appropriate to have a heated conversation with a staff member or other parent, in front of students. If a parent's grievance is with a particular teacher, it is never appropriate to gossip about or engage other parents in speaking disrespectfully about said teacher. Parents and other adults will always be expected to follow the appropriate steps to air such grievances. Behaviors such as breaching the confidentiality of the staff, children or families through slander, gossip or willfully ignoring the established and appropriate lines of communication and grievance are unacceptable. Disrespectful conduct such as verbal abuse, physical violence and threatening or disruptive behavior, will not be tolerated under any circumstances.

HEALTH POLICIES

IMMUNIZATIONS

State law requires that each child be up-to-date with his/her immunizations upon enrollment. Additionally, a Physician's Report and current physical examination (included in the enrollment packet) must be filled out, signed by your child's doctor, and returned to the office within 30 days of enrollment.

No child will be admitted to school without a current and up-to-date Immunization Record unless we have a written and signed statement requesting exception due to religious, personal/philosophical or medical exemptions. In the event of an outbreak, you will be notified and asked to keep your child at home until the outbreak has been eradicated.

ILLNESS

To ensure (as best we can) that illnesses do not spread, please keep your child at home when he or she is ill. We are concerned with the well-being of all children in our care, and we request that everyone take precautions to prevent the spread of germs and contagious sicknesses. Please *do not* send your child to the school if your child is unable to participate in daily class routines or to play outside (as we do go outside every day).

Certain symptoms in children may suggest a communicable disease. Children who have the following symptoms should be kept home until a doctor has decided that the symptoms do not indicate a communicable disease, the child is no longer contagious, or the symptoms have disappeared. We may request a doctor's note indicating that your child is no longer contagious and may return to school.

- **FEVER** — oral temperature of 100 degrees or higher, especially when accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.
- **RESPIRATORY SYMPTOMS** — difficult or rapid breathing or severe coughing, child makes high pitched croupy or whooping sound after they cough, child is unable to lie comfortably due to continuous cough.
- **DIARRHEA** — an increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.
- **VOMITING** — two or more episodes of vomiting within the previous 24 hours.
- **EYE/NOSE DRAINAGE** — thick mucus or pus draining from the eye or nose.
- **PINKEYE** — eyes are red and are excreting thick mucus or pus. The child may return 24 hours after the treatment has begun.
- **SORE THROAT** — sore throat, especially when fever or swollen glands in the neck are present.
- **STREP THROAT** — red and irritated along the esophagus. The child may return 48 hours after treatment has begun.
- **SKIN PROBLEMS** — RASH — skin rashes, undiagnosed or contagious. **INFECTED SORES** — sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages. **PERSISTENT ITCHING** – or scratching of body or scalp.
- **CHICKEN POX** — pimple-like blisters filled with pus spread over the entire body. All pox must be crusted over and no fever present before the child returns to class.
- **LICE** — small milky-white flea-sized bugs that attach themselves to hair follicles. The child may attend after treatment and when all nits have been removed.
- **RINGWORM, SCABIES** — raised red rashes or hives, may be in a circular shape. The child may attend when treatment has begun.

If your child becomes ill at the school, we will move him or her to a quiet supervised area away from the other children. We will notify you or someone on your contact list and request that you make necessary arrangements to pick up your child immediately. Please make sure you have at least two local emergency contacts on the Emergency Information card that will be available to pick up your child. We **DO NOT** release children to persons not listed on the Emergency Information card, and we require photo identification to confirm the identity of your emergency contacts.

Please inform the staff within 24 hours if your child is diagnosed with *any* communicable or childhood diseases. This will enable us to alert other parents to be on the lookout for possible symptoms in their children. Parents will be notified immediately if their child has been exposed to an infectious or communicable disease and of what symptoms to be aware. We will also sanitize the affected child's classroom.

If your child is ill and/or exhibits any of the contagious symptoms listed above, children are not to return to school unless they are symptom free for 24 hours **without medication**. Cedar Crest Academy reserves the right to determine when a child who has been sick can return to school.

FIRST-AID AND MEDICATION

Cedar Crest Academy utilized the expertise of local health nurses to develop our health policies and procedures. We require all teachers and staff to be trained in infant and child CPR and First-Aid.

If your child incurs any type of injury (major or minor), becomes ill, or has had an incident, you will be notified in writing via an Incident and Injury Report. The severity of the injury or incident will dictate whether or not you receive an immediate phone call.

No child will be given prescribed oral or surface medication without physician permission. Non-prescribed (over-the-counter) medication, insect repellents, etc. will be given with parental permission and administered in accordance with the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician.

Over-the-counter medication must be in the original container, bear your child's name, and have the expiration date on the bottle. The instructions on the non-prescription medication must have the recommended dosages for your child's age; otherwise a written and signed notice from a licensed physician or dentist with the correct dosage is needed. Any expired or unused portion will be returned to the child's parents or destroyed. Any time medication needs to be administered, we require parents or guardians to fill out a Medication Administration form. This form needs to be filled out weekly if the medication is to be continued. Please notify both your child's teacher and the school Office Administrator of medication to be administered. To regulate dispensing of medication, Cedar Crest Academy generally administers medication only at noon.

If it is a day you would like sunscreen on your child you will need to apply it in the morning prior to coming to school. If you bring sunscreen for us to apply in the afternoon it needs to be labeled with the child's full name and you are required to complete a **Sunscreen Medication Release** form on a **monthly** basis.

If your child is seriously injured while at school, you will be notified immediately. Depending upon the severity of the injury, we may contact emergency medical services (911) to provide immediate medical attention prior to contacting you.

Please make sure we have a signed Authorization and Consent for Treatment of Minor for your child. The most likely source of emergency care would be Overlake Hospital. By signing the Authorization and Consent for Treatment of Minor Form, you grant permission for the staff of Cedar Crest Academy to take whatever steps necessary to obtain emergency medical and dental care for the protection of your child.

PERSONAL BELONGINGS AND DRESS

APPROPRIATE DRESS

Please dress your child in safe and comfortable "play clothes" for school. Clothing items such as clogs, open toed shoes/sandals, long dresses, etc. can be dangerous and restrictive and should be avoided. Your child will likely engage in "messy" activities such as arts and crafts, sensory exploration, and active play – including outside play – throughout the day. We recommend clothing that will not present a problem to you or your child. Please make sure that all loose articles of clothing (i.e. change of clothes, gloves, jackets) are clearly labeled with your child's name.

ADDITIONAL CLOTHING

Please make sure your child has at least one complete change of clothes to keep in his or her cubby in case of soiling. We suggest that students in our Young Preschool class bring two complete changes of clothing. Items should be weather-appropriate, and include shirt, pants (or shorts during summer months), socks, and underwear. Please make sure that all articles of clothing are clearly labeled with your child's name.

TOYS

We have abundant developmentally appropriate equipment, toys, books, and games to meet your child's needs; therefore, we request that your child's toys remain at home. If your child needs to bring a transitional toy from home during his or her first days of school, please make sure it is labeled. We cannot assume responsibility for toys or other materials brought from home.

ADDITIONAL ITEMS

Cedar Crest Academy does not provide the following items: milk substitutes, ointments, insect repellents, sunscreen, or medications. If your child needs any of these items, please bring them from home labeled with your child's name.

BEHAVIOR MANAGEMENT AND DISCIPLINE

BEHAVIOR GUIDANCE

Cedar Crest Academy understands that young children are learning to develop appropriate social behaviors. We are educators whose roles also include facilitating and instilling developmentally appropriate social behavior, self-control, and respect for the rights of others. Our main focus on discipline is preventive in nature, as we aim to build self-discipline in the child. Discipline at Cedar Crest Academy is built around positive behavior management, using strategies such as redirection, empathy, reinforcement of positive behaviors, and creating an environment that encourages self-discipline.

Our primary goal of behavior guidance is to help children learn self-control and other cooperative behaviors that will benefit them when they start primary school. Time-out will be used as a method of last resort. Parents will be notified if frequent time-out is needed and individual behavior plans will be developed for children who have persistent behavior problems.

When a child exhibits unacceptable/dangerous behavior (i.e., biting, hitting, kicking, throwing objects, defying authority, abuse of equipment), that child is instructed as to what is wrong and then directed to a positive alternative behavior. Along with these new behaviors, the child is guided in the direction of self-discipline by encouraging him or her to make as many positive decisions as possible within limits.

If a child continues to misbehave and disrupt class, the parent(s) or guardian(s) will be asked to come in for a conference to discuss how we can best meet the needs of the child and to develop a plan for dealing with the problem behavior.

Cedar Crest Academy prohibits its staff from using any form of corporal punishment, verbal abuse, or humiliation as a form of discipline. Please respect our policy while in this facility.

TERMINATION OF ENROLLMENT

In certain circumstances, it may be necessary for Cedar Crest Academy to discontinue a child's enrollment. Such a decision would be based on whether it is in the best interest of that child and/or the safety of the other children. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The school's inability to meet the child's needs

In most cases, one-month notice will be given prior to termination of enrollment; however, if the behavioral problem is severe, termination of enrollment may be immediate.

RELEASE OF CHILDREN

A child is released only to those individuals with written authorization from the parent or guardian. This authorization is on the Enrollment Information card and Emergency Contact form. These forms are filled out and signed prior to enrollment and are updated yearly (or as needed).

Photo Identification is required from individuals picking up a child from the school, and will be cross-referenced with the Enrollment Information to ensure they are authorized to pick-up your child. Cedar Crest Academy does not honor phone pick-up authorization. If, an unexpected circumstance arises and you need to authorize someone to pick-up your child who is not on your list, you may send an e-mail containing the person's full name and contact information to the schools Director or Office Administrator. You must then add this person to your emergency contact/pick-up list the next time you pick-up or drop off your child.

MANDATED REPORTING

The teachers and staff of Cedar Crest Academy have an obligation to the children to ensure that their environments – both at school and at home – are safe and secure.

We are mandated by law to report suspected child abuse, neglect or exploitation to Child Protective Services or to local law enforcement agency immediately. "When any licensed or certified childcare provider or their employees has reasonable cause to believe that a child . . . has suffered abuse or neglect, he or she shall report such incident or cause a report to be made, to the proper law enforcement agency or to the department as provided in RCW [26.44.040](#)."

OUTDOOR PLAY

Outdoor space and activities are created to allow for active exploration and play, therefore, we will be taking the children outside daily – rain or shine. Outdoor play is an important part of your child's daily schedule and total health. All children who are well enough to be at school are expected to participate in outdoor activities. You can help your child enjoy his or her time outdoors by dressing him or her in weather-appropriate clothes.

Photo and Recording Policy

Cedar Crest Academy frequently takes photographs and/or video and voice recordings of its students within its facility, on field trips and at school-related events. The school may share these photos and/or recordings with the Cedar Crest community, and may display them on Birthday Boards, Newsletters, our website and/or photo-sharing site, as well as in and around the school hallways and classrooms. Highlighting the achievements and celebrating the successes of our students through images is an integral part of the way we communicate with our families and the Cedar Crest Community. We have also found the use of this technology as a helpful tool to monitor students' educational activities, the school's curriculum and students' progress. Sometimes, some of these pictures are used to illustrate the school's activities to parents interested in learning more about Cedar Crest Academy's programs. However, our goal is to respect your privacy as well. Therefore, parents are requested to indicate their preference with respect to our Photograph and Recordings Policy.

Please note that all photographs and recordings taken by Cedar Crest Staff are done using the school's equipment. Photos and images used for advertising will need additional parent authorization.

*Photographs and video recordings of four or more students in a picture are exempt from this policy.

Thank you for taking the time to read Cedar Crest Academy's Parent Handbook and become more familiar with our philosophy, program, policies, etc. We hope this information has been helpful in answering many of your questions, and that it will prove helpful in deciding whether or not Cedar Crest will provide what you are looking for in a school. Please contact us with additional questions or to set up a tour, and please retain this handbook for future reference.

Thank you,
Cedar Crest Academy Staff



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