



Tiger Cub Preschool

**35 K Street SE, Ephrata, WA
(509) 754-7547**

Parent Handbook

2022-2023

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Philosophy

Our program celebrates the preschool years as a unique and wonderful period in a child's life. Our "hands-on" approach to learning allows exploration and discovery, and our curriculum seeks to connect new learning to the child's own background experiences.

Adult modeling, support and encouragement promote the development of self-help and social skills, both important components of our program. Each child's social, emotional, physical and cognitive strengths and needs are assessed, and opportunities for continuous progress are presented and encouraged. We believe that all children benefit from a quality learning environment that is inclusive and sensitive to each child's uniqueness. We celebrate our diversity and provide support so that all children feel welcome and are challenged to be their best self.

Because a child's education does not begin and end at school, we recognize families as a child's first and most important teachers. We wish to support and encourage that role in your child's life, and view our relationship as a "team-effort."

We actively promote your involvement at school, whether you are able to visit, volunteer in the classroom, assist with field trips and events, or join our parenting groups.



Tiger Cub Preschool Calendar

SEPTEMBER	M	T	W	T	F
	26	27	28	29	30

FEBRUARY	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28			

October	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

MARCH	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

NOVEMBER	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

APRIL	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

DECEMBER	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

MAY	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

JANUARY	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

NO SCHOOL
HOLIDAY - NO SCHOOL
FIRST/LAST DAY OF PRESCHOOL

Recruitment and Enrollment Policies

Tiger Cub Preschool recruits three and four-year old children from within the Ephrata School District service area. Enrollment information is posted on the District's website, at the elementary buildings and on flyers posted around the city of Ephrata. Families must live within the Ephrata School District boundaries for participation in the program.

Children are eligible for preschool if they are at least three years old, but not yet five years old by August 31 of the school year. *Children who are already 5 years old by this date are not eligible for the preschool program, and should enroll in Kindergarten.*

Priority for enrollment in the Early Childhood Educational Assistance Program (ECEAP) is based on the prioritization score received from the Early Learning Management System (ELMS) of the Washington State Department of Children, Youth and Families (DCYF). Four-year old children receive the highest priority. ELMS awards additional priority points for: Children returning from the previous year; children in foster care; children who are homeless; children currently on a TANF cash grant; children from a family with a low income that is documented and meets the set federal poverty guidelines for ECEAP; children with an Individual Education Program (IEP); children with developmental risk factors; and children with environmental risk factors which could affect school success.

Washington State DCYF has given Ephrata School District 75 ECEAP part-day slots to fill. Children who meet ECEAP qualifications and will turn three or four years old by August 31st of the current school year may be considered for enrollment. Children with the highest needs, based on their prioritization score from ELMS, will be offered enrollment to fill any remaining slots.

During the school year, please notify the Tiger Cub Preschool office of any changes in your address, telephone numbers, emergency contacts, day care provider, or any other pertinent information. If you must withdraw your child from the preschool, we ask that you notify the office two weeks in advance, if possible, as we generally have students waiting to enter.

The Tiger Cub Preschool operates under a "no expulsion policy". This means we will not "expel" your child from preschool. However, we must maintain a safe environment for all of our students. For children whose behavior creates a danger to themselves and/or others, our staff will work with families to help improve behavior. Your support at home and good home-school communication will be vital to improving these situations. Teachers may also make a referral to the Special Services Team to develop an appropriate positive behavior plan or consider an appropriate placement, which could include a special education referral.

Program Design

The Tiger Cub Preschool program is designed to meet a wide range of Ephrata family needs and remain consistent with school district priorities and practices. The length of the day for all preschool students is three hours.

All sessions are available as space permits and we make every attempt to honor parent requests as we balance our classrooms. Eligible students may be placed on a waiting list if there are no openings. All classrooms are staffed with one teacher and one assistant.

Children enrolled in the program participate through three different funding sources:

- ❖ Early Childhood Educational Assistance Program (ECEAP)
- ❖ Special Education (students must have a current Individualized Education Program (IEP) and the recommendation of the Student Support Team. *Some of these students may be dually enrolled in Special Education and ECEAP.*
- ❖ Local Levy Dollars

Spanish-Speaking Families: In helping students and families who are bilingual, the Tiger Cub Preschool employs bilingual staff in each of the classrooms, as well as one Family Support Specialist (FSS). Instruction in these classrooms may include opportunities to learn the Spanish alphabet and phonemes, in addition to English. There is an emphasis on Spanish vocabulary where appropriate and each classroom has some Spanish-speaking children. English Learners (ELs) are given priority in enrollment.

Early Achievers: Through the ECEAP program and DYCF, Tiger Cub Preschool participates in Early Achievers, a state-wide quality rating and improvement system. Our program is monitored every three years and receives a rating from 1-5 based on a number of criteria.



Confidentiality

All records of children in the Tiger Cub Preschool program are confidential. That means information is not shared or given out unless we have a signed permission slip from the parent/guardian saying that it can be shared.

Children's records are kept in locked cabinets or file storage areas. All parents and guardians have the right to look at their child's file with a written request. Tiger Cub Preschool keeps children's records for five years after the child leaves the program; then they are shredded.

Child Abuse and Neglect

All employees of Tiger Cub Preschool are mandated reporters and are required by law to report all known **or suspected** cases of child abuse and neglect to Child Protective Services (CPS).

Tiger Cub Preschool Schedule

Our Staff welcomes your family to our preschool program!

Classes are held 4 days per week, Monday through Thursday.

AM Preschool Hours: 8:00-11:00

PM Preschool Hours: 12:00-3:00

CREATIVE CURRICULUM

Our program uses the Creative Curriculum. This way of organizing learning allows children to choose play activities they are interested in, such as:

- *blocks
- *art
- *puzzles & games
- *dramatic play
- *science
- *library

Children learn about words, solving problems, sharing and other skills while playing. There are also times of teacher-directed learning; such as, whole-class circle time for stories, singing and movement and small-group time for skill building.

Learning also occurs on the playground. Children play outside almost every day, so please dress them in clothing appropriate for the weather (sweaters, jackets, mittens, boots, etc.)

Please know that flip-flops (open toe/heel shoes) are discouraged for safety.



Attendance Policies and Procedures

Tiger Cub Preschool is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

Did You Know?

- Starting in kindergarten, too many absences (excused or unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 13 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two every few weeks.
- Being late to school may lead to poor attendance.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.

Please note the following rules and procedures regarding attendance:

- Parents must call Tiger Cub Preschool 509-754-7547 to report why your child is going to be late or absent on the day of occurrence.
- Unexcused absence: No phone call/no, show. Staff will make an effort to find out why your child was absent before marking the child's attendance as unexcused. After several unexcused absences, your child will be at risk to be withdrawn from the program.
- If you need to take an extended leave of absence from the program, please contact your Family Support Specialist (FSS) ahead of time.

Tiger Cub Preschool program is required to keep attendance at **85% or above**. We take attendance very seriously. Your FSS or teacher will call if your child has two or more consecutive absences.

If your child has more than five (5) unexcused absences occurring in 20 consecutive days, or misses half of the school days in a month, his/ her slot may be considered vacant and he/she may be dropped from the program. We will make every effort to work with your family to help your child maintain regular attendance.

Please note the time that class starts and ends for your child. It is important that parents have their child in class on time; learning starts from the beginning of class time.



Late to School Procedures

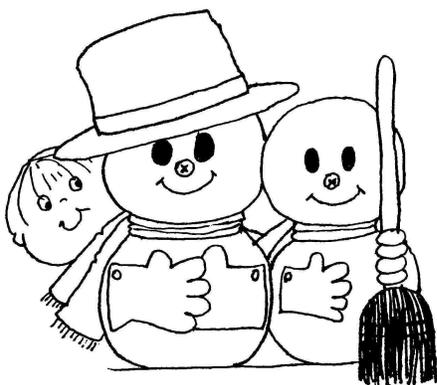
When arriving at school after the scheduled start of school, parents are required to check in at the office. The office staff will ask you to record the time and parents and staff will escort the child to the classroom. Safety of our students is paramount, so parents, other family members or friends are not allowed to take your child directly to the classroom without checking in at the office. Your cooperation is much appreciated!

School Closures and Delays Due to Inclement Weather

If Ephrata School District runs on a two-hour delayed schedule due to weather, AM and PM preschool classes **WILL ALWAYS** be canceled. Please check local television and radio stations for school closure announcements or consult the school district's website.

***All persons authorized for child pick-up should be listed in our Skyward program under Emergency Contacts by the parent. Emergency Contacts can be added through the Skyward program during the enrollment process. If a parent needs to add additional Emergency Contacts, they will need to get an "additional Emergency Contact" form from the Tiger Cub Preschool office. After that form is completely filled out, the Ephrata School District Office will need to add these names to the Skyward Emergency Contact list.**

Please do not wait to add people you know will be picking up your child. For safety reasons we can NOT release a child to someone who is not on this list.



Transportation

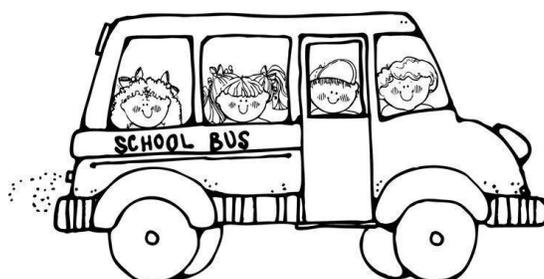
Currently, all children enrolled in Tiger Cub Preschool have the opportunity to ride the school bus. Accommodations will be made for children with IEPs.

BUS EXPECTATIONS: It is imperative that all students maintain safe behavior on or near the school bus. The Transportation Department appreciates your assistance in making sure students have a clear understanding of the bus rules and what is expected while on the bus.

Bus Rules:

1. Cooperate with the driver
2. Bus driver is authorized to assign seats
3. Stay in your seat
4. Observe classroom conduct
5. Be courteous, use no profane language
6. Keep the bus clean
7. Do not eat or drink on the bus
8. Do not be destructive
9. Keep head, hands and feet inside the bus
10. Must have school approved bus pass when going to unassigned stop

Students unable to follow all of the rules listed may lose bus riding privileges.



Arrival and Dismissal Procedures

All families or caregivers bringing a preschool child to school are required to wait on the deck for a staff member to escort your child to class. Preschool students arriving at school on a school district bus will be met by preschool staff and escorted to the classroom.

At dismissal time, we ask that you wait on the deck for a staff member to retrieve your child from the classroom. Families or caregivers picking up a child must come to the child, and take them by the hand, so that no child is unaccompanied on campus or around cars. Additionally, no child will be allowed to leave school with any person who is not listed on the child's emergency form, which is on file in the office and in the classroom, without prior written notification or permission by telephone.

For late drop off or early pick up, you must sign your child in/out through the Tiger Cub Preschool Office.

Families and caregivers of children not riding the bus must pick their child up no more than 5 minutes after the end of class.

Any time it is necessary to change the regular transportation schedule for an individual student, families need to contact the Preschool Office. **Changes may not be communicated from the child.** Last minute changes of plans are difficult and must occur at least **30 minutes before dismissal** time so that a message can be given to the child's teacher.

If you need information regarding the bus service in your neighborhood, or need to change your child's pick-up/drop-off address, you may contact the preschool office at 509-754-7547. You should anticipate up to a 5 day wait for changes in your route request to be implemented.



Health and Additional Requirements

While the Ephrata School District Tiger Cub Preschool recommends yearly, well-child exams for every student, and dental check-ups every six months, the following are requirements from the Department of Children, Youth & Families for all ECEAP participants:



- **Dental Screenings-** When entering the program, children who have not had a dental exam within the last six months are required to receive an exam or screening by a dental hygienist, within 90 days of their first day in the classroom. *A signed verification from your provider is required.*
- **Medical Examinations-** Upon entry, children who have not had a well-child exam within the last 12 months are required to receive one within 90 days of their first day in the classroom. The exam must meet the standards set by the Washington State Early & Periodic Screening, Diagnostic, and Treatment (EPSDT) program. *A signed verification from your provider is required.*
- Meet with the assigned Family Support staff for a **minimum of three meetings** during the school year. These meetings can take place in your home, at school, or other mutually agreed upon location.
- Meet with your child's teacher a **minimum of three times** during the school year. This would include attendance at an orientation meeting before the child starts Preschool, and at the parent-teacher conferences scheduled in the fall and spring of the year.

Family Support staff are assigned to meet with all ECEAP eligible families. They assist families in accessing community resources, setting family goals, and assuring that enrolled children have regular medical and dental providers who have provided current check-ups. Current medical, dental, nutritional, or mental health needs are discussed. Health referrals may be made and a plan for ongoing health care may be established, with follow-ups to ensure that treatment is implemented.



Health and Safety

A copy of the child's birth certificate must be presented at the time of enrollment and prior to the student starting classes so that we can verify your child's age. If the child does not have a birth certificate, families will need to contact the office of vital statistics in the state where the child was born. The Early Childhood office has ordering forms for children born in Washington State. Families are also asked to provide a medical history of their preschool child at enrollment.

If your child becomes ill or injured at school, you may be notified to pick them up from the classroom or office. Children who are not feeling well should not come to school. **Those with fevers of 100 degrees or more, or who have had vomiting or diarrhea in the last 24 hours, should not come to school as they need time to recuperate.**

Outdoor activities are an important part of the preschool curriculum, and all children will participate in daily outdoor play, so please dress your child for the weather.

The Tiger Cub Preschool conforms to all state, local and county laws and ordinances for fire, health and safety. All Ephrata School District employees attend required training on the topic of preventing, identifying, and reporting suspected child abuse and neglect. **By law, every school district employee and volunteer is required to report all "suspected" cases of childhood abuse and neglect.**

Preschool staff members working with children maintain current CPR and First Aid certification training. Well-stocked first aid kits are available for use in all classrooms and are readily accessible to the playground and are taken on any field trips.

All school district staff complete training on universal precautions for prevention of transmission of blood borne pathogens, and common health conditions in children which include asthma, diabetes, and seizures. New staff members and regular volunteers are required to obtain a TB test before working with children.

Health Screening

After obtaining written parent consent at enrollment, all preschool children receive health screenings within 90 calendar days of their first day in the classroom. Health screenings may include: vision and hearing, height and weight, and developmental needs. These screenings are documented in each child's file and reported to families at the child's first parent-teacher conference. Parents are contacted if there is a health or developmental concern. Appropriate referrals may be made, based on screening results, and outcomes are recorded.

Handwashing

Hand washing is required upon arrival in the classroom, upon returning from outdoor play, after using the restroom, before eating, and after touching body fluids (such as nose-blowing)

We request that parents help their child wash their hands prior to entering the preschool classroom. Volunteers are also required to wash hands upon arrival in the classroom.

Health and Wellness

We at the Tiger Cub Preschool continuously strive to strengthen our relationships with our children and their family. Research on child development indicates that early experiences; including relationships with family, caregivers, teachers and peers, build the foundation for strong mental health.

These early experiences shape the developing brain and are the foundation for all aspects of brain development. This can include the ability to form friendships, the ability to cope with adversity, academic success, work and life within the community. Disruptions in this process can create lifelong struggles in these areas, impairing the child's capacity for building relationships and academic learning.

Our understanding of how emotional well-being can be strengthened or disrupted in early childhood can assist us to create the kinds of environments and experiences that can foster improved mental health and well-being. The Early Learning Center takes a whole child approach working to foster each child's individual uniqueness, and foster each child's social, emotional, physical and cognitive growth.

We encourage families to stay up to date with well child visits to monitor your child's growth and development. Most families are in regular communication with their family's general practitioner or child's pediatrician, but at times families may need additional support or services. Here is a list of resources available to families in our area:



ChildFind

The 2004 Individuals with Disabilities Education Act (IDEA) requires all school districts to locate, evaluate and provide services for infants, toddlers, preschoolers and school-age children between the ages of birth and 21, who may have a disability.

The purpose of Child find is to conduct special education evaluations and determine if students are eligible for services. Child Find accesses qualified interpreters, when appropriate, to facilitate communication with the parent.

Evaluations for infants and toddlers: The Ephrata School District, in contract with North Central Educational Service District, offers free of cost evaluations for infants and toddlers, birth through three. This evaluation will help you to determine if your child is following a typical pattern of development. If appropriate, North Central Educational Service District will provide early intervention help for your child. For questions or assistance, call Janelle Bersch, Early Childhood Coordinator at 509.664.3781.

Three to five year olds: Developmental evaluations are provided by Ephrata School District for children, between the ages of three and five, to identify possible delays in language, motor, cognitive or social-emotional development.

School Age Children: The Ephrata School District identifies children five through 21 who may have a suspected disability. A parent, staff member, community member, or private school staff member may refer a student at their local school by contacting the school psychologist or Special Services department.

If you are concerned about your infant, toddler or preschooler's development or if you have a school-age child or adolescent who is having learning or behavioral difficulties, call the school psychologist at your child's school or contact the **Special Services department at 509.754.3538.**



Safe Facilities and Equipment

All facilities and equipment used by children within the school campus are safe, in good repair, barrier free, and are inspected/maintained by Ephrata School District personnel. Flammable, toxic, and hazardous materials are safely stored. Fire detectors, alarms and extinguishers are monitored. Notices are posted by Ephrata School District's maintenance staff prior to pesticide/herbicide applications, and records for such are maintained. Fencing and supervision of outdoor play areas are sufficient for secure play. Portable equipment is safely stored when not in use.

Instructional Materials

Preschool children will participate in a variety of educational opportunities that support health, well-being, and readiness skills. We utilize a number of high quality early learning curriculum and align our instruction with the School District and State Standards. Our Core Program is developed around the *Creative Curriculum for Preschool* along with *Teaching Strategies GOLD*. The *Teaching Strategies GOLD* is a whole child assessment that is used to track and plan support for each child's development and readiness for Kindergarten in multiple areas: social-emotional, physical, language, cognitive, literacy, and mathematics.

The *Teaching Strategies Gold* assessment will be used by the classroom staff to document and record each child's progress toward Kindergarten readiness skills. Information from the assessment will be shared with families during Parent-Teacher Conferences and end-of-year report cards.



Daily Routine

Teachers in the preschool will post a schedule of the daily routine for each classroom for parents to see. The daily routine is predictable, but flexible and responsive to meet the needs of the children.

Ample time is provided for unrushed activities and transitions, with periods of quiet and activity. Children will have a large block of free choice time, at least 45 minutes each day during which children initiate their own activities and engage in play-based learning.

Staff interact with children during this time to support decision making, problem solving, and higher order thinking. Children also participate in whole group and small group teacher-led activities planned to enrich their learning with discussion, interaction and concept development.

All of the classrooms will have an outdoor or large motor time each day. Meals or snacks are included as a part of the routine and in the ECEAP/ Title I funded classrooms, children are required to participate in tooth-brushing following the meal.



Meals

Students attending preschool in the Tiger Cub Preschool participate in the Ephrata School District meal program for both breakfast (AM session) and lunch (PM session). As part of the state funded ECEAP program, meals are served in the classroom and served "family style" to promote both socialization and language. ***Children arriving late for school should eat at home as meals cannot be safely held for later service.*** Children enrolled in the ECEAP portion of the program automatically qualify for free meals. A monthly preschool menu with parent selected entrees will be sent home with your child and is also posted on the Ephrata School District website.

Meals served in the preschool are prepared by trained Ephrata School District employees according to standards established by the Grant County Health District. A food handlers' card is required for staff serving food. For any food items prepared in the classroom, food preparation surfaces are cleaned and sanitized before and after use.

Allergy and special dietary restrictions for individual children are followed and posted in each classroom. A registered dietician provides consultation on dietary concerns, and approves all school menus. If your child has special dietary needs or has food allergies, please contact the Tiger Cub Preschool at 754-7547. A dietary substitution may be provided for your child with food allergies. Families of children with documented food allergies may be asked to circle menu items that their child can eat each month.



Volunteers

The Tiger Cub Preschool staff welcomes and encourages family involvement in the program. We offer a number of different opportunities for participation in the classroom and beyond.

Washington State law requires that anyone who plans to volunteer in a school classroom or on field trips must complete a background check administered by the Washington State Patrol. Inquire at the Tiger Cub Preschool office. Individuals volunteering on a weekly, or more frequent basis, must also take a TB test, and have the results on file in the Tiger Cub Preschool office before volunteering. Finally, all volunteers are required to participate in a training regarding the laws governing child abuse prevention, identification, and reporting. We offer this training via an online course through the Ephrata School District.

Parents In the Classroom

Parents are welcome in our classrooms. (If you volunteer in the classroom on a regular basis you will need to pass a DEL background check as well as complete our volunteer training). All volunteers need to come in ready to be part of the Teaching Team:

1. Ask teachers where to go to be most helpful.
2. Interact with the children in their activities.
3. Use appropriate conversations in the classroom and **turn off cell phones**.
4. Have conversations with children that are nonjudgmental, specific, encouraging comments. e.g. "You remembered to follow the walking rule!", "Thanks for keeping your hands to yourself in line", "That stack is six blocks high!", "What a colorful painting!", "Look at Cindy, Bob and Julie. They are ready for the story."
5. During meals and snacks, eat with the children, and as far as possible, let them serve themselves. Model manners and have conversations.
6. When children are done eating, help with table clean-up, tooth brushing and/or reading and writing and transitional activities with children.
7. Join in with circle time by sitting on the floor with the children and participating in the activity. Encourage children to focus and participate.
8. Outside, help build language and specific physical skills by playing with the children. Help them learn to hop, balance, pump a swing, and throw/catch balls of differing sizes.
9. As you "play" with the children, use Open-Ended Questions and give them time to think about the answers so that they can increase their higher level thinking and communication skills.
10. Take responsibility to help children have success in problem solving by not doing it for them; rather, cheer them on, and guide them to persist in their efforts. Use effective questioning. E.g. "How did you figure that out?" "What do you think will happen?" "What do you notice?" "What's another way to do that?" "Is that fair for everyone?"

Policy Council and Parent Engagement

The Tiger Cub Preschool Policy Council and Parent Engagement is composed of parents whose children are enrolled in the preschool program. All parents are welcome and encouraged to volunteer on this advisory board, which works closely with preschool staff members. Childcare is provided during the meeting if outside the school day.

The purpose of the council is to develop parent empowerment and leadership, and serve as a communication link between the preschool program and the preschool families. The Council works with the Early Childhood Program Director and Leadership Team to make decisions about program administration.

Parent Education Opportunities

During the school year various opportunities for meeting on parent education topics will be held for the purpose of parent collaboration, support, and exploring child development issues. A variety of topics are offered, based on parents' interests. These are presented in an enjoyable, interactive manner. You will be informed of dates and times throughout the year, and are encouraged to attend. Feel free to share your ideas for these gatherings with early childhood staff.

Conferences

During the year, your Teachers and your Family Support Specialist will be asking to come to the preschool for conferences.

These conferences are a relaxing way to learn about Tiger Cub Preschool, community resources, future events, activities for parents, and work together to develop individual learning plans for your children.

Conferences are times when you can ask questions about your child's development, school progress, and screening/health care needs. Teachers and Family Support Specialists all have ideas for you to try at home to help your children do well in school. You can also ask us to help you find resources to assist your family's needs.



Field Trips

During the year we may have opportunities to take the children on walking field trips. These field trips will allow the children additional learning opportunities outside of the classroom. Parents will be notified prior to each field trip and a permission slip will be sent home for signature prior to each field trip. A signed and returned permission slip is necessary for a child to participate in the field trip. If the permission form is not returned to the classroom before the field trip, the child will not be able to attend. Siblings are not allowed on field trips.

Parents who would like to accompany their child on a field trip must be approved as described above

Toys

In accordance with school policy, **children may not bring toys or equipment from home**. All toys for play will be provided at school. An exception to this policy will be made for comfort items when appropriate - please coordinate your child's teacher in advance- and also for rest-time in the full-day program. Please make arrangements with your child's teacher if items are to remain at school or transported daily in your child's backpack.

Clothing

The Tiger Cub Preschool offers a variety of experiences for your child. The activities may be messy, and will include: paint, glue, markers, chalk, and playing outdoors. Please be aware of these activities and dress your child in clothes that you or your child does not mind possibly getting soiled. Children's footwear should allow them to run and climb on our playground equipment safely. **Please do not send children to school in "flip flops" as these do not provide enough stability on the climbing equipment or trikes.** Sandals with secure straps across the foot and behind the heel are acceptable.



Birthdays and Holidays

Every Child must be able to take part in everything done in class. To make sure that it is safe and healthy, any food must be purchased by Tiger Cub Preschool and prepared as a cooking experience in the classroom.

If you would like to participate in a cooking experience please give a **two week** notice so we can help prepare for the event.

To ensure that no families feel forced to buy anything, no store-bought cards or gifts may be given at Tiger Cub Preschool. Check with your child's teacher to volunteer to help make cards.

We ask that birthday party invitations *not* be distributed at school, unless you are inviting the entire class.

*** Please call the office for guidance.**



Complaint Resolution Policy

At times during the course of program operation, there may be complaints or concerns identified by parents, community members, or other agencies about the program and/or the conduct of employees or parents. There may also be complaints or concerns about the accessibility of program facilities or services. It is the responsibility of the program employees to respond to complaints or concerns in a timely, supportive and professional manner.

When the complaint or concern is brought to the attention of an employee, the employee(s) receiving the complaint should: accept the information in a respectful manner, collect as much specific information as possible and indicate to the person(s) initiating the complaint that the supervisor will be informed. The person(s) making the complaint will be informed that they will be contacted either as a part of the problem solving or with the resolution of the complaint.

Given the nature of the complaint or concern, the supervisor will collect information from other employees, parents, and community members to develop a clear understanding of the issue. The supervisor will document the information collected to develop a corrective plan.

It is the expectation of the program that complaints or concerns will be resolved at the level the issue was identified whenever possible. The following sequence of problem solving will be followed:

Any complaint of an emergency nature dealing with the health and safety of the child will be responded to within a 24-hour period. All other complaints have 10 working days for an initial response.

Step #1: The person(s) initiating the complaint and the employee involved will engage in a discussion. The supervisor of the employee may facilitate if requested by either party. The employee will summarize in writing the status of the resolution of the complaint. If the complaint is not resolved, that information will be given to the RL Early Learning Center Director within 5 work days of the discussion with the person initiating the complaint.

Step #2: The Director will contact the person(s) initiating the complaint within 10 work days of receiving the written summary from the employee to attempt to resolve the concern in step #1. The Director will summarize, in writing, the complaint, the resolution, and any needed follow-up.

Step #3: If it is not resolved at Step #2, the Director will contact the person(s) initiating the complaint, summarize, in writing, the complaint, the resolution, and any needed follow-up. The written summary will be forwarded to the Superintendent of the Ephrata School District within 5 work days of the discussion / meeting with the person(s) initiating the complaint.

Step #4: If it is not resolved at Step #3, the person(s) initiating the complaint may address concerns to the Superintendent of Ephrata School District. The Superintendent will review all written summaries, will consult with all parties involved and will provide a decision within 10 working days of receiving a complaint.

Ephrata School District Policies & Procedures

Harassment, Intimidation and Bullying

Ephrata School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, or bullying. In accordance with district policy all reports of bullying, harassment, and/or intimidation will be taken seriously and investigated. If a student feels that they have been subjected to harassment, intimidation, or bullying, the student should report the incident immediately to a staff member. At any time, a student or their parent/guardian may submit a formal complaint regarding harassment, intimidation, or bullying. Formal complaints are submitted to the building principal.

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. District Policy 3207 is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

The District's prohibition of harassment, intimidation, and bullying shall apply:

- On school District property at any time;
- Off school District property at any school activity, function, or event;
- Off school District property if the actions of the student materially or substantially affect the education process and/or student attendance at school.

Also refer to the OSPI website.

Family Educational Rights and Privacy Act (FERPA)

FERPA, a federal law, which requires that the Ephrata School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

Medication at School

Prescription medications and over-the-counter oral medications may only be used by students or given to students at school, when a written authorization-from the licensed health professional prescribing the medication- is on file in your child's school.

In order for students to take or carry medication of any kind at school, a parent/guardian must provide the appropriate form(s), completed by the Health Care Provider who sees the student.

Nondiscrimination

Ephrata School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

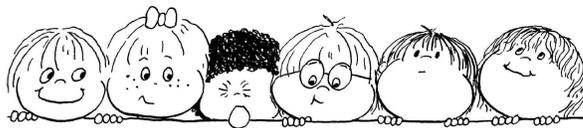
Title IX Coordinator	Bryan Johnson	bjohnson@ephrataschools.org
Civil Rights Coordinator	Sharon Sellick	sscellick@ephrataschools.org
504/ADA Coordinator	Travis Eloff	teloff@ephrataschools.org

Release of Student Information

The District publishes student names and photographs when reporting on student activities, to recognize student achievement, and for public information purposes.

When registering your child for Ephrata School District, parents choose if they want your child's photo and/or name published. If you do **not** want your child's photo and/or name published, please make sure to mark this area.

If this area is not marked during registration it will be assumed that permission for release of photos, names and/or directory information has been granted.



Staff Contact Information

If you have any questions regarding your child's Early Childhood Program, please feel free to contact your child's teacher. We welcome your questions and participation.

Classroom phones are for voicemail only, and will not be answered during class with students. To reach your child's teacher you may call 754-7547 and ask to leave a message. You may also contact staff using the Ephrata School District's email system.

Preschool Contacts	Role	Staff Email addresses
Perla Rosales	Lead Teacher	prosales@ephrataschools.org
Athena Haynes	Lead Teacher	ahaynes@ephrataschools.org
Geana Bush	Lead Teacher	gbush@ephrataschools.org
Emma Lopez	Family Support Specialist	elopez@ephrataschools.org
Sonia Novak-Noll	Family Support Specialist	snovak@ephrataschools.org
Michelle Willis	Site Coordinator	mwillis@ephrataschools.org
Charlotte Throgmorton	Director	cthrogmorton@ephrataschools.org

Tiger Cub Preschool fax number is 754-7227. Please mark "Attention Preschool".

Tiger Cub Preschool Parent Signature Page

Please return the following form with parent signature acknowledging that you have reviewed and agree with the information provided in the program handbook.

Student's Name _____

Parent Signature _____

Date _____

Please have your son or daughter return this form to their preschool teacher.