



**PRESCHOOL
PARENT HANDBOOK
2024-2025**

This Early Childhood Education program is a laboratory preschool that is designed to give high school students hands-on experience. Children come to a rich learning environment where the whole child can grow socially, emotionally, physically, and intellectually. Children come to play, and they leave with skills for tomorrow.

5929 West Metaline Ave.
Kennewick, WA 99336
Preschool Office Phone 222-7311

TABLE OF CONTENTS

Our Mission.....	3
Tri Tech Skills Center Staff.....	3
Hours of Operation/Class Schedule.....	4
Classroom Activities.....	5
Program Information	6
Snack/Celebrations/Birthdays.....	8
Attendance/School Closures.....	9
Is My Child Too Sick for School.....	10
Kindergarten Targets.....	12

OUR MISSION

Our goal is to develop the whole child: socially, emotionally, cognitively, and physically in a safe and positive environment. Children grow and develop at different rates; therefore, significant differences in development are perfectly normal. We research, plan, and implement activities that are age appropriate for the children which will complement our goal to stimulate all areas of development for every child.

TRI TECH SKILL CENTER STAFF

5929 West Metaline Ave.
Kennewick, WA 99336
Preschool Office Phone 222-7311

Paul Randell
Director
(509) 222-7300

Kriss Bridgham
Secretary/Payment desk
(509) 222-6568

Sarah Blasdel
Certificated Early Childhood Educator
(509) 222-7311

Wendy Shepherd
Preschool Director
Wendy.shepherd@ksd.org
(509) 222-7311

HOURS OF OPERATION

Our preschool hours are as follows:

AM preschool---8:10-10:10 Tuesday and Thursday

PM preschool---11:40-1:40 Tuesday and Thursday

Our Preschool Office is open from 7:30-3:30 Monday-Friday
during regular Kennewick School District days

CLASS SCHEDULE

AM PRESCHOOL

8:10-8:15	Arrival/Wash Hands
8:15-8:30	Entry Task
8:30-8:40	Large Group
8:40-9:40	Learning Centers/Snack
9:40-10:00	Outdoors
10:00-10:10	Closing Group

PM PRESCHOOL

11:40-11:45	Arrival/Wash Hands
11:45-12:00	Entry Task
12:00-12:10	Large Group
12:10-1:10	Learning Centers/Snack
1:10-1:30	Outdoors
1:30-1:40	Closing Group

CLASSROOM ACTIVITIES

Our day begins with the high school students arriving from their home schools and immediately preparing their activity for the day; during this time, we are busy setting up the classroom with the needed supplies.

Story/Large Group:

A large group is held for ten to fifteen minutes. This is our time together, as a group, where we will discuss the day's events, share information, discuss the current theme, and listen to a story. After circle time, the children will be dismissed for Center play.

Centers:

Children will find an activity of interest to play in the preschool areas for one hour. The discovery areas are Library/Listening, Art, Easels, Playdough, Language/Writing table (emphasis on dictating and prewriting activities), Blocks, Dramatic play, Sensory table, Science, Math, and small motor manipulatives.

Outdoor Play:

We will play outdoors for around twenty minutes every day unless the weather is **extreme**. Please ensure that they are dressed accordingly.

Dismissal:

Please wait inside the hallway for your child to be dismissed.

PROGRAM INFORMATION

The Early Childhood Education program and the Tri-Tech Preschool follow the ***Kennewick School District*** calendar.

Tri- Tech Preschool will provide each family with a monthly calendar that will inform you of any preschool related news/information.

OBSERVATION ROOM: You can observe your child playing without interrupting or being a part of the preschool environment. We strongly encourage you to come in and observe your child in action. If you are interested, please email, call, or just let us know when you drop your child off and we can let you in through a different door so you can go unnoticed.

PAYMENTS

A **Non-refundable** \$60.00 annually registration fee is due at the time of enrollment. At Open House, the first and last month's tuition is due (\$200). Payments are required on the 1st day of class each month, November through April. We do not discount tuition for school closures/delays or illness. The total cost of preschool for the year is \$800.00. You are welcome to pay in advance for multiple months.

DRESSING FOR PRESCHOOL

Please dress your child for **indoor and outdoor** play. We play outside everyday unless the weather is **extreme**, we request that you send appropriate jackets, sweaters, coats, and mittens. Children should wear comfortable play clothes and closed-toe shoes for:

- Running and playing outside
- Using the bathroom easily
- Using paint and glue “messy projects”
- Playing in sand and water

ACCIDENTS

Please supply an extra set of clothing if your child is prone to accidents. In the event your child has an accident during preschool, we will assist your child in changing his/her clothing.

GUIDANCE PLAN

We strive to build positive and safe interactions between all teachers and students, using positive strategies to help children manage their behavior and teach children to grow. Our goal is to enhance the social and emotional development of children by practicing positive discipline and guidance.

IMMUNIZATIONS

Children are required to have received the required immunizations *per* state regulations before attending preschool. Our school nurse will then review your child's immunization record. In the event your family has chosen *not* to have your child receive immunizations for medical, personal, or religious reasons, you will need to provide your “exemption” status.

CELEBRATIONS

Children are exposed to an abundance of holiday decorations, toys, costumes, etc. at home and within our community. To provide a calm, nurturing, and educational environment we respectfully have chosen to remain a neutral environment for all families and encourage your family to celebrate special occasions within the comfort of your home and in correlation to your family's cultural beliefs.

BIRTHDAYS

In the event your family would like to provide a special snack/treat for the other preschoolers, please let us know. We would prefer **prepackaged** treats that your child can easily hand out **at the end of the day**.

SNACKS

Nutritious snacks are essential to your child's growth and development. We have a snack each day with your child and would like to include your family in the planning process. We are asking every family to provide snacks at least twice each year for our preschool class. The beverage will be provided by Tri-Tech Preschool.

A snack bag will be sent home on the previous day with your child so that the snack may be placed in a safe place for transport. Please bring the bag with your child at the beginning of the preschool day that you have signed up for. There will be a sign-up sheet available at the Open House a week before school starts. A monthly calendar will be sent home to remind you what day you signed up for and will also be posted on our parent board.

Ideas for snacks could include but not limited to or any combination of: *Please avoid items such as candy, cookies, and cake.*

- Applesauce and graham crackers
- Bananas and flavored crackers
- Fruit cups and goldfish
- Mandarin oranges and pretzels
- Pita bread and grapes
- Mini bagels w/cream cheese and berries
- Yogurt and granola or granola bars
- Apples and mini rice cakes
- Baby carrots w/ranch and crackers

IS MY CHILD TOO SICK FOR SCHOOL?

Our goal is to provide a safe and healthy learning environment for preschoolers and students. To effectively provide this, we have developed the following guidelines to assist you in your decision making:

- *Does my child have a fever? Temperature over 100 F should stay home until temperature is normal for 24 hours.
- *Is my child listless and not feeling well?
- *Does he/she have a runny nose that is not clear?
- *Does my child have a persistent cough?
- *Has my child vomited/diarrhea within the last 18-24 hours?
- *Do I want my child to stay indoors?

If you answer **“yes”** to any of these questions, it would be best for all concerned that your child remains at home.

ATTENDANCE/SCHOOL CLOSURE

Preschool is in session every Tuesday and Thursday, October through May, excluding holidays and school closures. Regular attendance is important to be successful in school. However, it is recognized that children may be absent from class.

In the event your child is unable to attend preschool

Please e-mail wendy.shepherd@ksd.org

School closures We follow Kennewick school district for any delays due to severe weather, power outages, and other emergency situations are always a possibility. You may find the latest information by checking these sources:

- Kennewick School District website - www.ksd.org
- Facebook and Twitter – Follow updates on [Facebook](#) or [Twitter](#)
- Media – Watch and listen to local television and radio stations

** If there is a **two-hour delay**, there will be **NO AM preschool for that day**; PM preschool will run as scheduled.

** If school is **cancelled**, then both AM and PM preschool will not be held for the day.

PRIVACY RIGHT POLICY

The Family Rights and Protection Act of 1974 permits the school district to release certain information, known as “directory information”, to certain people or institutions, unless you request in writing that such information not be released. Photographs may also be taken of students for use in the news media or school district publications. In any case, no information is released for commercial or non-school related reasons. If you do not wish to have any “directory information” or your student appear in a publication, videotape, or web page, please contact the Tri-Tech office, and request a “Privacy Rights” form.

READING WITH YOUR CHILD

Tri-Tech Preschool strongly supports reading with children daily. We share quality literature with your child every day. In correlation to our emphasis on reading, there will be a *Book Cart* out in the hallway for you to choose a book to borrow to take home that we would like you to read with your child. After reading, please discuss the theme of the book with your child. Encourage your child to draw and/or write about his/her favorite part of the book. *If* you would like to send back a picture, we will place your child's work within his/her journal that will become a gift for your family at the end of the school year. Then once you are finished with the book please return to exchange for another book. ***Please limit your child to 2 books.**

KINDERGARDEN READY

- Recognize and name basic shapes: square, circle, triangle, and rectangle
- Recognize and name numbers 1-10, even when they are out of order
- Count to 20
- Count 10 objects, pointing to each one as they counts
- Say or sing the alphabet
- Recognize the letters of the alphabet, both uppercase and lowercase (even out of order)
- Identify 8 colors
- Recognize their first name
- Write their first name
- Sort items by size, color, or shape
- Hold a book and turn pages
- Tell if two words rhyme
- Identify some letter sounds
- Recognizing simple patterns
- Practice using Snaps, zippers, and buttons
- Put on shoes
- Hang up own backpack
- Put away toys, may need to be specific
- Pour glass of water