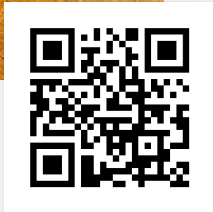


# PRESCHOOL



## FAMILY HANDBOOK

### SCHOOL YEAR 2024-2025

Ages 3-5



*The Bellevue School District acknowledges that we learn, work, live and gather on the Indigenous Land of the Coast Salish peoples, specifically the Duwamish and Snoqualmie Tribes. We thank these caretakers of this land, who have lived and continue to live here, since time immemorial.*

Revised October 2024



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**



# JOY AND A SENSE OF BELONGING IN PRESCHOOL!



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# **SECTION 1: OVERVIEW OF PRESCHOOL PROGRAMS AT BSD**

## **Welcome**

Welcome to the Bellevue School District’s Preschool Programs! We offer comprehensive programs to meet family needs. Our programs are conveniently located at 13 of our elementary schools, affordable and the Bellevue Schools quality you have come to expect. This handbook includes information regarding the procedures for the operation of our sites. If you have any additional questions, our office and teaching staff will be happy to assist you.

## **Preschool Vision**

Our preschool classrooms provide developmentally appropriate activities and experiences through linguistically and culturally appropriate curriculum. We promote inclusionary placement options for preschoolers with disabilities and those furthest from socioeconomic justice. Creating inclusive classrooms, our educators implement effective evidence-based strategies that improve the learning and well-being outcomes for all students, and we support and encourage families to partner in their child’s education.

## **Bellevue School District Vision and Mission**

The Vision of the Bellevue School District is to affirm and inspire each student to learn and thrive as creators of their future world.

The Mission of the Bellevue School District is to serve each student academically, socially, and emotionally through a rigorous and relevant education that is innovative and individualized. As a learning community that values one another’s humanity, we provide courageous support for an equitable and exceptional education for all students.

## **Preschool Business Office Information:**

Phone.....425-456-4030  
Email.....[PreschoolOffice@bsd405.org](mailto:PreschoolOffice@bsd405.org)  
Website..... <https://www.bsd405.org/enroll/preschool> Mailing address.....Bellevue School District  
Preschool  
PO Box 90010  
Bellevue, WA 98009

**Preschool Bell Times:** <https://www.bsd405.org/about-us/schools/start-and-dismissal-times>

**Parent VUE:** [https://wa-bsd405-psv.edupoint.com/PXP2\\_OEN\\_Login.aspx](https://wa-bsd405-psv.edupoint.com/PXP2_OEN_Login.aspx)

# Preschool Key Dates

2024

**September 2** (Monday): **No school**, Labor Day observance, all district offices closed

**September 6** (Friday): **Family Conferences**

**September 9** (Monday): **First day of Preschool**

**October 11** (Friday): **No school**, professional development day

**November 11** (Monday): **No school**, Veterans Day observance, all district offices closed

**November 15** (Friday): TS Gold Fall Checkpoints

**November 28 and 29** (Thursday and Friday): **No school**, Thanksgiving, all district offices closed

**November Date TBD**: Parent/Teacher Conferences

**December 23 through January 3, 2025**: **No school**, winter break

**December 25 and 26** (Wednesday and Thursday): All district offices closed

2025

**January 1 and 2** (Wednesday and Thursday): New Year's observance, all district offices closed

**January 20** (Monday): **No school**, Martin Luther King Jr. Day observance, all district offices closed

**February 17 through 21**: **No school**, mid-winter break

**February 17** (Monday): President's Day observance, all district offices closed

**March 28** (Friday): **No school**, professional development day

**April 7 through 11**: **No school, spring break**

**May 26** (Monday): **No school**, Memorial Day observance, all district offices closed

**June 13** (Friday): TS Gold Spring Checkpoints

**June 13** (Friday): **No preschool**, Family Conferences

**June 18** (Wednesday): **Last day of school**

**June 19** (Thursday): **No school**, Juneteenth, all district offices closed

**July 4** (Friday): Independence Day observance, all district offices closed

## Enrollment and Admission Requirements

Bellevue Schools' Preschool Programs serve children ages 3 through 5 years.

- **Half-Day Preschool:** available 3 hours per day at selected locations; program is offered 4 days per week. Program follows the elementary schedule and calendar.
- **School-Day Preschool: available School Day:** 6.5 hours on Monday, Tuesday, Thursday and Friday and 3 hours on Wednesday (Start times may stagger 10-15 minutes before or after elementary location start time. *The Spanish preschool and Mandarin preschool program are offered at selected locations.*
- **ECEAP (Early Childhood Education and Assistance Program):** ECEAP is tuition free for qualified families, funded by Washington State for children 3 and 4 years old. Children are eligible for ECEAP based on their age and family income. ECEAP staff work closely with parents to support their children's health and education and to meet family goals. They help families access medical care, dental care, and social services. \*Additional polices available for review for ECEAP enrolled families.

***The district accepts state subsidy payments at selected locations.***

Please gather and upload all the required documents when completing the online application. The online application is not considered complete until all required documents are submitted. For more information on the required documents visit the [BSD Enrollment page](#).

Please upload a copy if your child has an Individual Education Plan (IEP), Individual Health Plan (IHP), 504 plan or Individualized Family Service Plan (IFSP), when applying online at the [BSD website](#).

## SECTION 2: PRESCHOOL COSTS AND PROCEDURES

### Tuition

Tuition is due on or before the 1st of each month of service. (Example: The October tuition is due on October 1st). Upon enrollment, there will be a nonrefundable \$500 deposit that will be applied to the September tuition. In addition, a \$100 administration fee, and a \$100 materials fee are due before the first day of school.

Tuition is charged by quarter regardless of the number of actual days of service per month. There are four billing quarters from September through June (*see billing table below*). Tuition can be paid in full at the start of the quarter or monthly over the duration of the quarter. Children enrolled in the preschool program are reserving time, space, supplies, and staffing. Therefore, days missed cannot be deducted from your monthly fee. Credit will NOT be given for occasional days missed due to illness, vacations, or emergency closure days. No additional fees are charged for field trips or special activities.

## Tuition Payment

**Online** Tuition can be paid online with a credit card or bank draft through our online payment portal, ProCare. You will receive a link to the portal where you can add your billing information. Please notify our office if you would like to set up automatic payments.

**In-Person** payments are taken by the Accounting Department, located at 12111 NE 1st St Bellevue 98005, in the form of checks or cash. Credit cards are not accepted for in-person payments.

**Changes to Account** Please provide written notice via email to: [preschooloffice@bsd405.org](mailto:preschooloffice@bsd405.org) ten (10) days prior to the tuition due date if changing payment method. Changes or cancellations cannot be made via telephone.

**Past Due Accounts** All past due accounts are subject to student withdrawal if payment prior arrangements have not been made with the preschool office. The balance must be paid in full before re-enrolling.

**Multiple Party Payments** We are unable to accept tuition payments from multiple parties. The preschool program has a business relationship with the parent/guardian who has registered the child and who makes payments as indicated on the financial acknowledgement on the registration. The business relationship parent/guardian is responsible for the full amount of tuition.

### Billing Quarters

Tuition Month	Due Date
<b>Quarter 1</b> [withdraw by or before August 1 <sup>st</sup> ]	
September	September 1 <sup>st</sup>
<b>Quarter 2</b> [withdraw by or before September 1 <sup>st</sup> ]	
October	October 1 <sup>st</sup>
November	November 1 <sup>st</sup>
December	December 1 <sup>st</sup>
<b>Quarter 3</b> [withdraw by or before December 1 <sup>st</sup> ]	
January	January 1 <sup>st</sup>
February	February 1 <sup>st</sup>
March	March 1 <sup>st</sup>
<b>Quarter 4</b> [withdraw by or before March 1 <sup>st</sup> ]	
April	April 1 <sup>st</sup>
May	May 1 <sup>st</sup>
June	June 1 <sup>st</sup>



### **Withdrawals**

A 30-day written notification prior to the start of the quarter is required to withdraw. Written notification must be sent to [preschooloffice@bsd405.org](mailto:preschooloffice@bsd405.org). If you provide less than 30 days written notification you will be responsible for the tuition due for that the billing quarter. (*Please see the billing table above.*)

***Communicating with your child's teacher or school office regarding withdrawal does not count as formal notice of withdrawal.***

**Tax Information** Bellevue School District Tax ID number is **91-6001637**. Account statements are available online via MyProcure.com or upon request by emailing [preschooloffice@bsd405.org](mailto:preschooloffice@bsd405.org).

## **SECTION 3: PRESCHOOL PROGRAMS INFORMATION**

### **Program Information**

The Preschool Programs provide a convenient, affordable, and quality learning environment for a multi-aged grouping of children. The program will be consistent with, or exceed, state licensing requirements. Appropriately planned and well-supervised activities will be provided which are designed to meet the developmental needs of the various age groups. A typical daily schedule will be posted at each site. Parents/guardians will be notified about activities and special events through bulletins and/or newsletters. Our fully inclusive classrooms implement strength-based practices for supporting children and their families by creating a safe space for gender identity expression, culturally relevant teachings with a focus on diversity, and individualized support for dual language and strength-based instruction for varying abilities.

*All students who attend preschool in the Bellevue School District are enrolled in inclusive classrooms. All preschool classrooms include children with and without disabilities. In BSD preschools, staff partners with families to create a welcoming community for everyone.*

### ***What are the benefits of inclusive education?***

Inclusive education has **multiple benefits for both students with and without disabilities:**

**In a high quality and inclusive early learning program, classroom teachers work to foster development, friendship with peers, and a sense of belonging by intentionally promoting participation in all learning and social activities. Families, partnering with teachers, play an important role in building a welcoming community where all strengths are recognized, and everyone belongs.**

- Inclusion is the philosophy that *every* child belongs and is a full member of the community.
- In inclusive classrooms, teachers and therapists design the environment and curriculum so that it's accessible and engaging for all children.
- Teams develop individual accommodations and supports, as well as extensions for children who need additional challenge as needed so that every child can fully participate, develop friendships, and learn.
- In our inclusive school community, we celebrate children's similarities as well as their different abilities, cultures and backgrounds.
- Opportunities to master activities by practicing and teaching others
- Strengthened social emotional development
- Increased appreciation and acceptance of individual differences
- Builds empathy and problem-solving skills
- Increases understanding and acceptance of diversity
- Prepares all students for adult life in an inclusive society

## Curricula

Our Preschool Programs take a whole child approach designed to prepare children for success in kindergarten. Daily skill building happens both through play and structured whole and small group lessons. Our skilled educators will be using:

- Creative Curriculum
- Beebot's Computer Science
- Handwriting without Tears
- Heggerty Phenomics
- Second Step Social Emotional Curriculum

All Preschool curricula mirrors Bellevue School Districts K-5 curriculum. These research-based and culturally relevant curricula include individualized planning for children's developmental needs. To learn more about these curricula, please talk with your child's teacher.

Throughout their day, children will be engaged in both large and small group instruction, outdoor play, and manipulative activities. *The Spanish and Mandarin preschool programs introduce children to Spanish/Mandarin language and culture. Activities such as songs, poems, stories are taught in both English and Mandarin/Spanish. For more specific information about the daily schedule and curriculum, contact your child's teacher.*

## Developmental Screenings

Each family will participate in the preschool developmental screening process within 45 days of enrollment in a preschool classroom and repeated annually. **The ASQ (Ages and Stages Questionnaire)** will be available online and in a hard copy format in English, Spanish, French, Arabic, Vietnamese, and Chinese. Families receive an E-mail communication with the link to access the screener in the above languages. Teachers will meet with families to share the

screening results. Screening results may be presented in the family's home language using Talking Points or other translation services. *\*Some students receiving special education services may not need to complete the ASQ.*

## Assessment and Conferences

Preschool students will be assessed in **Fall** and **Spring** using the **TSG online checkpoint tool** (My Teaching Strategies Gold). Teachers will observe students individually and in groups in 6 domains and document scores and observations. Assessment results will be shared with families at conferences and can be provided via email as well. Students who join the classroom between checkpoints will be assessed at the Spring quarter. Checkpoint dates are **November 15<sup>th</sup>** and **June 13<sup>th</sup>**. **Parent/Teacher conferences** will be offered in **September, November, and June**. Goals for students will be individualized based on enrollment screening and developmental history at registration time, formal assessment data, feedback from families at conferences and informal and formal classroom observations. Students will be informally observed throughout the school year, as well, with documentation shared with parents during Parent/teacher Conferences.

## Transitions

Family conferences will be provided at the beginning of the school year to orient new families to the preschool program at the school of enrollment. Kindergarten transition will be supported by TSG data, a transition card filled out by the classroom teacher, and visits to a kindergarten classroom. Families enrolling in BSD kindergarten will be supported through the preschool and the student placement office for registration.

## Additional Information

Please check your child's cubby daily for anything that needs to be taken home. Please inform Preschool Programs business office and center staff immediately of any changes in address, phone number, place of employment or emergency information.

All personal items (shoes, sweaters, blankets, etc.) should be marked with your child's name.

Please do not send gum, candy, toys, electronic games, weapons, or other personal belongings. Too often these items of emotional value may be lost or broken and are not easily replaced. Staff will monitor belongings but neither the staff nor the Bellevue School District will be responsible for lost or broken items.

## SECTION 4: PRESCHOOL PROGRAM POLICIES & PROCEDURES

### Adverse Conditions

Emergency Release—if school closures are necessary due to adverse conditions (snow, flooding, earthquake, power outage, etc) the following procedures will occur:

- **Late Start:** If Bellevue School District Elementary schools have a 2-hour late start--- Preschool Programs: School Day will also have a 2-hour delay in opening time. All ½ day preschool classes will be cancelled.

**Early Dismissal:** If the elementary school closes during the school day, Preschool Programs will close early, and staff will remain on site with children until parents/authorized pick-up person arrives to pick up the child. Staff will contact parents/guardians to inform them of adverse conditions. Information will be announced on local radio and television stations and posted on the district's website.

Information will be announced on local radio and television stations and posted on the district's website. In the event of closure due to snow or emergency conditions, refunds will not be given for any closed days.

### Bathroom Procedures

An important school readiness goal is for children to be as independent as possible in taking care of their bathroom needs. At times, it may be necessary for a staff member to assist your child in the bathroom. All Bellevue School District Preschool staff members are required to follow the outlined bathroom procedures.

A staff person should first provide verbal guidance and instruction to enable the child to complete the task independently. At times, a child may require more direct assistance from a staff member. At such times, these procedures must be followed:

1. *The staff person assisting the child must notify the other staff member of the need for assistance.*
2. *The bathroom door must always remain open while the child is being assisted.*
3. *All safety and hygiene procedures will be followed, including the use of gloves while aiding.*
4. *When the assistance is completed, the staff member must notify other staff member that they are finished, and that the child has rejoined the class.*
5. *Staff member providing the assistance must enter the date, child's name and time on the classroom bathroom log.*

*Staff will communicate with parents in the instance they assisted a child. All classrooms must have a visual and physical system for tracking children who are in the bathroom.*

We understand that children in our program possess differing abilities when it comes to taking care of toileting needs. A form will be available for those parents who wish to request ongoing assistance for their child with bathroom needs.

## **Napping Practices**

Children in care 6 hours or more per day will be offered an afternoon rest period. Sleep is optional during the scheduled rest period. Children are not expected to sleep and alternate quiet activities, or an alternate quiet location will be provided for children who do not show a need for rest. Parents/guardians are to provide one blanket and one standard size crib sheet labeled with the child's full name if their child will be napping. Sheet and blanket must be laundered at least once per week.

## **Preschool Toileting**

Many preschool age children are either just newly toilet trained or should be somewhere along the process when they enter preschool. Toilet training is an important part of a child's physical, emotional, and cognitive development. We do not require children to be 100% toilet trained before enrolling because we know accidents can happen. However, it is expected that children will be working towards and demonstrating continued progress in reaching the goal of independently handling their toileting needs.

## **Screen Time**

Films and shows related to the curriculum may be shown on occasion. At such times, children may choose not to watch and may participate in other activities. Computers and IPADS (including Smartboards) are generally available in classrooms and are used for student learning and instruction.

## **Sign-in and Out Requirements**

Parents/guardians must electronically sign-in and out their child upon arrival and departure via ProCare using their four-digit code/signature. Both parents/guardians are allowed to visit and pick up their child except when access is restricted through a current legal restraining order. Please provide the Program office with a copy of the court order. Children will be released only to adults authorized on the registration form. Staff will ask for verification of identity before releasing a child.

We know that, occasionally, unavoidable situations occur that may impact your ability to arrive at the center and pick-up your child before closing time. Snowstorms, car mechanical issues, Metro bus schedule changes and other circumstances do happen. Preparing your child with your family plan will help reduce their anxiety and worry when you have not yet arrived, and the

center has closed. We'd like to share with you some of the most common advance arrangements that families have found successful when these emergency circumstances have occurred.

1. Be sure to complete the Emergency Contact Information on your child's Release Form. You may also list additional individuals who are authorized to pick up your child. If your child is still at the center at the end of the school day (and they are not registered for the on-set extended care through the community partner), the staff will first attempt to contact you. However, if you are unable to pick-up your child, the staff will contact and notify your Emergency Contact and any other adult authorized to pick-up your child that they have not been picked-up and that according to our records, they are the designated emergency contact for child pick-up.
2. Contact the classroom, as soon as possible, to let them know that you will not be picking-up your child and that an emergency contact or other authorized adult will be at the center for your child. This allows us to prepare your child for the change in routine and assure them that their parent is "okay".
3. Consider involving your older child in the discussion of the Emergency plan. This may bolster your child's feeling of security by knowing in advance what will happen.

As state mandated reporters for child abuse or neglect, staff are required to contact CPS/law enforcement if a child remains at the center one half-hour past closing time. If late pick-ups occur repeatedly, it may result in suspension and/or removal from the program. We care about your children and do not want to have any family contacted by CPS/ law enforcement or be suspended or removed from the center. Children who are expecting and waiting for their parent to arrive frequently become frightened and upset when they realize it is past closing time. Please let us know if you have questions or need assistance to develop your Emergency pick-up plan.

For the safety of your child, we are willing to assist in making other arrangements for anyone who appears to be under the influence of drugs and/or alcohol. We will contact 911 if there is reason to believe that the child is in danger.

## **Supervision**

All children are within continuous visual and auditory range of center staff. Toilet trained children will be within auditory range while using the toilet. During transition times, such as preparing to go outdoors/returning from outside, staff count the number of children present and use a checklist with the children's names on it to keep track of each child.

We request that you inform your teacher if your child will not be attending school for the day.

## Student Support/Preventing Suspension & Expulsion

Each Preschool teacher works directly with their students to develop classroom routines and behavior expectations that are appropriate to their age and their developmental abilities. Learning how to manage their behavior and to be successful in a group setting is a key objective. The teacher uses a variety of approaches to teach social and emotional skills that are required for success in the classroom. For example, they will communicate directly with children to re-direct problematic behavior through a variety of strategies. Appropriate strategies may include planning ahead to avoid problems, giving clear instructions and expectations, helping children to understand the logical and natural consequences of their actions, as well as developing clear expectations and implementing them consistently. It is our goal to keep children safe, engaged in learning and play, and to respect the rights and needs of every child attending our programs.

If a child's behavior becomes a danger to themselves or others, or is disruptive to the classroom experience overall, the following additional steps will be used when needed:

- Communication between parent and staff in which problems and possible solutions are discussed. Conferences will be scheduled as needed.
- Communication with other school personnel including teachers, counselors, and/or principal to coordinate consistent practices between school day and after-school activities.
- When needed an individualized behavior plan will be developed and implemented. This plan will be implemented according to the individual needs of the child and will emphasize changing the unacceptable behaviors, encouraging cooperative resolution of conflict, and include fair and natural consequences for the situation.
- Teachers have access to building supports such as a school counselor, psychologist, and Special Education Resource Teachers, who manage the caseload of students with IEPs (Individualized Education Plan). Teachers request additional supports from the building administration, and if there is behavior or developmental concern for a student not on an IEP, they will work with the Preschool Special Education Coordinator on next steps.
- At times, an outside agency may be contacted to observe and help in the development of a behavior plan. This process is conducted through the Special Education Department.

Every effort will be made for the staff and parents/guardians to work as a team to support the child in developing appropriate behaviors. **At no time will corporal punishment in any form be allowed on the premises by anyone, including parents/guardians. Preschool has a no expulsion policy.**

Preschool teachers are trained annually and receive coaching on the **Pyramid Model Practices**, which focus on **Positive Behavior Supports**.

## Tooth Brushing

Per licensing requirements, preschool children will have at least one opportunity during the day for developmentally appropriate tooth brushing activities (reading a book, singing a song, other educational activities, tooth brushing, etc.) Specific to tooth brushing as the activity, if a classroom offers tooth brushing as the activity, parents will be asked to provide their child's teacher with a child – sized toothbrush labeled with their child's first and last name. Parent/guardians may "opt-out" by signing a written form. Each classroom that offers toothbrushing will have a sanitary toothbrush rack and cover. ECEAP classrooms follow tooth brushing requirements as listed in the Performance Standards.

## Transportation

In most cases parents/guardians must provide transportation for preschool programs.

## SECTION 5: MEDICAL INFORMATION

### Immunizations

Students entering school must get the required doses listed in this chart to be in compliance with the immunization requirements. School-aged children (Preschool-12) in before and after-school programs must meet the immunization requirements for their grade in school. The requirements follow the national Advisory Committee on Immunization Practices (ACIP) Immunization Schedule with requirements specified by grade level.

To find the doses required, look at the row that includes the student's grade and the column for the required vaccine. For example, a student entering Kindergarten needs 2 doses of MMR vaccine. The requirements and rules vary depending on the student's grade.

Children in Preschool <4 years of age on 09/01 who turn 4 during the school year do not need to meet the requirements for Preschool/Kindergarten age  $\geq 4$  years until the following school year.



## Vaccines Required for School: Preschool -12th

August 1, 2022 to July 31, 2023



	DTaP/Tdap (Diphtheria, Tetanus, Pertussis)	Hepatitis B	Hib (Haemophilus influenzae type B)	MMR (Measles, mumps rubella)	PCV (Pneumococcal Conjugate)	Polio	Varicella (Chickenpox)
<b>Preschool</b> Age 19 months to <4 years on 09/01/2022	4 doses DTaP	3 doses	3 or 4 doses** (depending on vaccine)	1 dose	4 doses**	3 doses	1 dose***
<b>Preschool/Kindergarten</b> (including Transitional Kindergarten) Age =4* years on 09/01/2022	5 doses DTaP**	3 doses	3 or 4 doses** (depending on vaccine) (Not required at age ≥5 years)	2 doses	4 doses** (Not required at age ≥5 years)	4 doses**	2 doses***
<b>Kindergarten through 6th</b> Age ≥5 years on 09/01/2022	5 doses DTaP**	3 doses	Not Required	2 doses	Not Required	4 doses**	2 doses***
<b>7th through 9th</b>	5 doses DTaP** Plus Tdap at age ≥10 years	3 doses	Not Required	2 doses	Not Required	4 doses**	2 doses***
<b>10th through 12th</b>	5 doses DTaP** Plus Tdap at age ≥7 years	3 doses	Not Required	2 doses	Not Required	4 doses**	2 doses***

\*Consistent with ACIP CDC Immunization Schedule. \*\*Vaccine doses may be acceptable with fewer than listed depending on when they were given. \*\*\*Health care provider verification of history of chickenpox disease is also acceptable. See the Minimum Age and Interval Table on page 2 for required minimum age and spacing information of vaccine doses. Find information on other vaccines that are recommended, but not required, for child care/preschool attendance at: [www.immunize.org/cdc/schedules](http://www.immunize.org/cdc/schedules). Review the Individual Vaccine Requirements Summary for more detailed information, located on our web page: [www.doh.wa.gov/SCCI](http://www.doh.wa.gov/SCCI)

## Practices Concerning an Ill Child

Program staff will observe each child upon arrival and if your child is experiencing any of the following symptoms, you will be notified and asked to make other arrangements for your child. **In this case**, your child will need to stay home **for a minimum of 24 hours after** the last occurrence of any of the following symptoms:

- Fever over 101 F and one of the following: diarrhea, sore throat, earache, rash and signs of irritability or confusion. **Must be fever free for 24 hours without fever reducing medication.**
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea—3 or more watery stools in a 24-hour period unless there is a doctor’s note stating that it is not communicable
- Draining rash
- Eye discharge or pink eye
- Too tired or too sick to participate in daily activities
- Communicable disease

If a child becomes ill during the day, parents/guardians will be notified and asked to pick up their child. Until parents/guardians arrive, an ill child will be separated from other children. District COVID protocols will be followed. An alternate plan must be established by parents/guardians if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday. This plan must be given to the staff who will keep it on file at the center. A record of illnesses will be maintained at the center as required by licensing. Any identified communicable disease will be reported to the King County Health Department.

Parents/guardians at the site will be notified so that they can take appropriate action to protect their child.

## Medical Emergencies

The "Health Information" form includes permission to obtain medical attention for your child in case of an emergency. In the case of life-threatening emergencies, a member of the staff will immediately call 911, administer first aid and/or CPR and notify parents/guardians. If the parent/guardian cannot be reached, the emergency contact listed on the child's records will be called. If transportation to the hospital is needed, a staff member will accompany your child until a parent/guardian arrives.

The hospital used for emergencies is Overlake Hospital- (425) 688-5000. If you have another preference, we will try to accommodate you when possible.

For minor injuries, staff will administer first aid as needed and notify the parents/guardians if additional care is needed. If the parents/guardians cannot be reached, the emergency contact will be called. For injuries that do not require us to immediately notify the parents/guardians, an accident report will be given to you when you pick up your child explaining what happened and how the situation was treated. A record of all injuries/emergencies will be maintained at the center.

## Medication Management & Life-Threatening Conditions

Per school Board Procedure 3413, prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order.

**Exclusion from School:** Students who have a life-threatening health condition and no medication or treatment order presented at the center by the start of the first day of school will be excluded from school until the medication or treatment order is provided.

Medications will be administered to children only if the "Authorization to Administer Medication" form is current and on file at the center. Prescription medications must be in their original container with a current date, the child's name, name of the medication, dosage and mode of administration and name of prescribing physician or dentist on it.

Consent of a health care provider is **not** required for over-the-counter medications that meet all the following criteria:

- Is one of the following: antihistamine, non-aspirin fever reducer/pain reliever, non-narcotic cough suppressant, decongestant, ointment, or lotion intended specifically to relieve itching or dry skin.
- Has instructions and dosage recommendations for the child's age and weight.
- Duration, dosage, amount, and frequency specified on the consent form do not exceed label instructions.

- The written consent covers only the course of illness or specific episode.

All other over-the-counter medications must have written directions from a health care provider with prescriptive authority before giving the medication.

Written directions from a health care provider with prescriptive authority are also required if the medication is to be administered differently than the age and weight directions or the prescription directions on the medication label or the label does not give dosage directions.

Please give the medication directly to a staff member. All medications are stored in a container out of the reach of children. Administration will be recorded on a medication log sheet by authorized staff. Any unused medication will be returned to you or properly disposed.

## **SECTION 6: ORGANIZATIONAL POLICIES**

### **Access**

No adults, other than Bellevue School District employees, may have unsupervised or regular access to children in our programs. \*Any person wishing to volunteer on a regular basis must follow specific State and District regulations applicable to working with children and will undergo a criminal background check through the Washington State Patrol.

\*Parents/guardians are welcome to visit their child's center at any time. Please schedule an appointment if you would like to meet with your child's teacher.

### **Child Abuse Reporting Law Requirements**

All Bellevue School District staff members are required by Washington State law and licensing requirements to report immediately to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. We may not notify parents/guardians if a report has been made except upon the recommendation of Child Protective Services or the police. The program director and building principal will be notified per Washington State law. All staff are required to take training in the recognition and reporting of child abuse.

### **Complaints Concerning Staff or Programs**

(District policy 4220 and procedure 4200P)

Every effort shall be made first by the student and/or parent/guardian to resolve concerns and complaints through informal communication between the student and other persons in the school or district who may be in a position to assist in resolving the student's concerns. If such

informal procedures fail to provide an adjustment acceptable to the student, then the student may initiate formal complaint procedures. The district is committed to resolving concerns and complaints about school and district programs, policies, procedures, actions, and decisions of employees in an effective, efficient, and timely manner by initiating the complaint with the person(s) responsible for the program, event, action, or decision. Complaints from an ECEAP enrolled family will be addressed with the ECEAP QRIS/DCFY team.

## **Complaints**

Complainants are entitled and encouraged to share their complaint(s) by scheduling a meeting or communicating, either orally or in writing, the issue(s) directly to the person responsible for the program, event, action, or decision.

When addressing informal complaints, the involved parties should:

- A. Begin the conversation with the acknowledgement that each is operating with the best of intentions.
- B. Work collaboratively to understand the other's point of view.
- C. Work to resolve the concern through conversation before initiating a formal complaint.

### **Formal Complaint - Step 1**

When a complaint has not been resolved through informal attempts at resolution, the complainant may initiate a formal complaint, which must be in writing within 30 calendar days of the attempt at informal resolution to the person responsible for the program, event, action, or decision. Any informal complaint not resolved at the school level shall proceed directly to Step 2 of this process. The formal written complaint shall be directed to the person responsible for the program, policy and/or procedure, and/or supervision of personnel and shall include:

- A. Detailed statement of the complaint.
- B. Steps taken to address the complaint.
- C. Suggested resolution(s) to be considered.

The person responsible for the program, policy and/or procedure, and/or supervision of personnel shall meet with the complainant for understanding the complaint and what resolution(s) has already been considered. The person responsible for the program, policy and/or procedure, and/or supervision of personnel provide a written decision addressing the complaint within 10 calendar days upon receipt of the complaint.

### **Formal Complaint - Step 2**

If the complaint is not resolved to the complainant's satisfaction, the complainant may appeal the resolution of the complaint to the following person in writing within five calendar days of the resolution:

- If the original complaint was sent to a principal or assistant principal, and is not resolved at the school level, the appeal should be directed to the appropriate Executive Director of Schools

- If the original complaint was sent to any other employee, the appeal should be directed to that employee's supervisor.

The person receiving the appeal shall meet with the complainant for understanding the complaint and what resolution(s) has already been considered. The information gathered will be considered and the complaint will be addressed in writing within 10 calendar days upon receipt of the unresolved complaint. Any appeal at Step 2, shall be final except for appeals to the Superintendent of Public Instruction, other agencies, or the courts, as provided by law.

## **Child Custody**

At times families may be going through divorce or custody issues that can impact the child and family in various ways. There are court ordered documents that restrict access to a child/children while on Bellevue School District property. If so, we need to have a copy of the legal documents stating the conditions of the restrictions. When there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the program will not permit the student to visit with or be released to that parent, or other person. A child may be released to either parent/guardian or anyone they have authorized if no current court issued order is on file.

## **Disaster Plan**

All staff has received training on what to do in case of a natural disaster such as an earthquake, flood, power outage or windstorm. Immediately following an emergency incident, teachers will be responsible for assessing their area, evacuating the classroom (if necessary) and providing reassurance to children. A full copy of the disaster plan is available for parents/guardians to review.

## **Field Trips**

As part of our program, we occasionally provide field trip experiences using School district buses and drivers. Drivers meet all Bellevue School district requirements. Occasionally, public bus transportation is used. Parents/guardians will be notified in advance and are required to sign a field trip permission form. Approval over the phone cannot be accepted. There are no additional fees for any field trips. In the event a child exhibits behavior that presents a serious safety concern for that child or others; and the program is not able to reduce or eliminate the safety concern through reasonable modifications, the child's access to field trips may be restricted and/or contingent on additional supports.

## Meals and Snacks

**Snacks:** Children will be offered one snack time daily. Snack source and options vary by site. If a snack is provided by the Preschool Program at your child's school, it will include at least 2 of the following components: dairy product, protein, bread/grain, fruit, vegetable, or juice. Snack menus are prepared at least one month in advance and are posted on the Parent Board. Please provide staff with a written list of foods your child cannot consume. Dietary restrictions for children are posted for the staff. We may not provide nutrient concentrates or supplements except with written permission from your child's health care provider.

**Breakfast & Lunches:** Students have access to the school lunch program but can also bring allergen free lunches or snacks from home. Please note that we do not have the resources to heat or refrigerate food items. If necessary, please include an ice pack in your child's lunch container to prevent spoilage.

**Seattle/King County Health Dept. recommends each lunch include the following nutrition components:**

- a dairy product (such as milk, cheese, yogurt),
- a grain product (bread, rice, or noodles),
- meat or meat alternative (such as beef, fish, poultry, tofu or beans),
- 2 servings of vegetables and/or fruit (examples: green beans and peaches, bok choy and broccoli)

For more information about child nutrition, serving sizes, and food suggestions visit <http://myplate.gov>. Staff will monitor lunches to ensure nutritional adequacy and safe preparation and storage. We request that you **do not** include gum, candy, or soft drinks in your child's lunch.

**Allergy Aware Centers:** To reduce the risk of exposure and keep students safe, all Preschool Programs will be as allergen free as possible. A list of substances that students are allergic to will be provided to parents/guardians. Strict avoidance of these foods and products made with these foods is the only way to prevent an allergic reaction as this can be a life-threatening food allergy. **We ask that all food brought into the classroom for shared snack and/or parties be free of any type of tree nut or peanut and be packaged with clear ingredients labels.**

- Please avoid sending any items containing the listed allergens into the center for lunch or any event.
- Please coordinate with your child's teacher before providing any snacks or treats to be shared with the class.
- Please reference BSD policy and procedure 3420.

## Non-Smoking

There is no smoking or vaping allowed on district grounds.

## **Outdoor Equipment**

All playground equipment will be free from exposed, lead and arsenic based paint.

## **Pesticide Spraying Notification**

Pesticide spraying will occur when children are not present, and parents/guardians will be notified in advance of the spraying. A complete copy of the Bellevue School District's Pesticide Notification Plan is available for your review at the site and on the district's [website](#).

## **Prohibition of Harassment, Intimidation and Bullying**

(District Policy 3207 and Procedure 3207P)

The Bellevue School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect, and no one is physically or emotionally harmed. The District is committed to providing a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment.

To ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes, but shall not be limited to, all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, socio-economic status, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Have questions about Prohibition of Harassment, Intimidation, and Bullying (HIB)? Please visit the district [website](#).

## **Religious Activities**

In accordance with Bellevue School District policy, Preschool Programs activities will be neutral and free of religious content.

## Staff Appreciation

Please know that we value your kind words of thanks and appreciation and your thoughtful gifts of time, energy, and support. If you desire to express your appreciation with more than kind words, please be aware of the district policy on giving gifts to staff. While we are not prohibiting, or encouraging, gift giving, district policy directs staff that they can only accept a gift that is valued at no more than \$25.00. Any gift over that amount is prohibited and needs to be returned. If you are considering a gift of more than \$25.00, please consider donating to our program in the name of your child's teacher or to the **Bellevue Schools Foundation**. This will provide valuable support to all our teachers and students.

## Nondiscrimination Statement

Bellevue 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 of America and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights, Racial Discrimination, and Gender Expression or Identity Discrimination: Civil Rights/Nondiscrimination Compliance Coordinator Nancy Pham, (425) 456-4040 or [phamn@bsd405.org](mailto:phamn@bsd405.org)
- Sex-based Discrimination, including Sexual Harassment: Title IX Coordinator: Jeff Lowell, (425) 456-4010 or [lowellj@bsd405.org](mailto:lowellj@bsd405.org)
- Disability Discrimination: Section 504/ADA Coordinator: Karen Dejong, (425) 456-4277 or [dejongk@bsd405.org](mailto:dejongk@bsd405.org)

**Mailing address for all three: 12111 NE 1st Street, Bellevue, WA 98005.**

The Bellevue School District is also committed to providing a safe and civil educational environment that is free from harassment, intimidation, or bullying. Report harassment, intimidation or bullying with Vector Alert or at your school. The Harassment, Intimidation and Bullying Compliance Officer is Nancy Pham, (425) 456-4040 or [phamn@bsd405.org](mailto:phamn@bsd405.org).



**BSD Preschool**  
**FAMILY HANDBOOK**

**SCHOOL:** \_\_\_\_\_ **CLASS #:** \_\_\_\_\_  
**2024-2025**

**\*Please sign and return to your child's teacher that you received the Family Handbook\***

<b>Student's Name:</b>	
<b>Date:</b>	
<b>Parent Name:</b>	
<b>Parent Signature:</b>	