



Holly Street Early Learning Center:

565 NW Holly Street
Issaquah, WA 98027
(425) 837-4011

Skyline High School:

1122 228th Avenue SE
Sammamish, WA 98075
(425) 837-7802

OUR MISSION To prepare each ISD Preschool Academy student for kindergarten and beyond.

HOURS OF OPERATION

Preschool (3's) 8:30 AM – 2:30 PM

Pre-Kindergarten 8:30 AM – 2:30 PM

Extended Day* 2:30 PM – 4:30 PM *this program is for pre-kindergarten students only

DAYS OF OPERATION

Monday - Friday

The ISD Preschool Academy calendar, including dates of operation, can be found on our website:

<https://www.isd411.org/programs-services/preschool/isd-preschool-academy/program-information>

SCHOOL CLOSURES, LATE STARTS, and EARLY RELEASE

Preschool Academy operates under the Issaquah School District and follows the same emergency and inclement weather procedures.

- If ISD schools are closed - Preschool Academy will be closed.
- If ISD schools close early, parents will be contacted to pick up their child as soon as possible.
- If ISD schools are operating on a late start schedule - Preschool Academy will follow a similar late start schedule. Please watch for an email from your Preschool Academy teacher or our billing system.

Late starts and school closures are usually determined early in the morning and announced by the Issaquah School District and local news media. If you feel that inclement weather may cause hazardous travel conditions, continue to listen to the local news media throughout the day and visit the Issaquah School District website for announcements.

MONTHLY FEE SCHEDULE 2024-2025

Preschool (3's) \$1,350.00

Pre-Kindergarten \$1,350.00

Pre-K + Extended Day \$1,550.00

Fees are due in full on the 1st business day of each month. Parents will receive an invoice from the Before and After School Care office (BASC) via email.

CHANGE OF SERVICE

Fees will not be prorated for absences due to illness or vacations.

REGISTRATION

Our open enrollment for the following school year begins in January. New families are added to Preschool Academy's enrollment or wait list based on a first come, first served model. Registration is ongoing until classes are full. No changes to enrollment can be made after April 25, 2025.

LATE POLICY

If a child has not been picked up by 10 minutes past the end of class, a \$5.00 per minute late fee will be charged. If late pick-ups continue to be an issue, further action will be taken. In the event of an emergency, please contact your child's teacher.

Pre-K Extended Care ends at 4:30 PM. Families will be charged a late fee of \$5.00, per minute, per child for any child who has not been picked up by 4:30 PM.

ATTENDANCE & SIGN IN/SIGN OUT

Parents are responsible for giving proper notification to the teacher if their child will not be attending Preschool Academy or if another authorized adult will be picking their child up from school. Children will only be released to authorized adults, noted within the registration form. Always be prepared to provide photo identification.

Parents are required to sign their child in/out each day at drop off and pick up. This procedure is in place to monitor attendance. In the event of an emergency, our attendance form is the quickest way to account for the students who are on site that day.

TOILETING EXPECTATIONS

At Preschool Academy, we encourage and nurture independence. All students must be fully potty trained prior to beginning our program. To be considered potty-trained, children must:

- Demonstrate that they are able, on their own initiative, to go to the bathroom with no adult prompting or assistance
- Have the skill to wipe their own bottom
- Possess the ability to pull their own clothing up and down
- Be wearing underwear exclusively during the school day

Accidents are considered a rare occurrence and children should have fewer than two accidents per week. If accidents continue to occur beyond the first month of school, the issue will be addressed with parents in order to work towards a solution.

BEHAVIOR GUIDELINES

In order to promote a safe, stimulating environment for all children and staff, each site will have guidelines that include behavior expectations consistent with those of the Issaquah School District. In all matters of behavior intervention, Preschool Academy staff will attempt to communicate with the child and redirect activity through a variety of strategies. Preschool Academy staff also will communicate with parents and guardians regarding behavior issues. Should a child display behavior that jeopardizes the safety or security of themselves or others, our team will contact the child's parent or guardian, and request that the child be removed from the program for that day. Additional removals may follow as warranted. Upon the child's return, a family conference may take place to develop a plan for improving behavior. Repeated removals from the program could result in termination of care.

The Preschool Academy provides a quality experience for most children. However, it may not be the most appropriate educational setting for every child, or for the same child at different stages of their development. Preschool Academy reserves the right to dismiss any child if that child's needs cannot be met due to either undue burden or because the child's continued enrollment causes a fundamental alteration to the nature of the Preschool Academy program, including but not limited to a determination that a child poses a threat or danger to themselves, others, or property.

MEDICATIONS

If your child requires medication to be administered during school hours or emergency medication to be kept in the classroom, please contact your child's teacher. Additional steps will be required.

Children with emergency medications may not attend school until the appropriate medications and paperwork have been received, and signed off on by an ISD nurse.

ILLNESS

Monitor your child for signs of illness and symptoms of COVID-19. Ill children must stay home.

Children who become sick at school will be separated from others and cared for in an isolated area. Parents will be notified to pick up their child as soon as possible. Please have an alternate pick up plan in place for times when you may be unavailable to return to school immediately or if you cannot be reached by phone.

EMERGENCY TREATMENT

In the event of an accident or injury, Preschool Academy staff will administer first aid, and contact the child's parents so they can arrange for care or treatment.

In the event of a serious injury, that requires immediate medical treatment, Preschool Academy staff will administer first aid and call 911. This will be followed by a call to the parents.

SNACK

Nutritious snacks are provided. If your child has specific dietary needs or food allergies, notify their teacher and record this health information on your child's emergency card.

LUNCH

Our daily Preschool Academy schedule includes a lunch break. Parents are responsible for sending a lunch for their child. Preschool Academy does not provide lunch services.

Please note: If a classmate has a life-threatening allergy to a particular food (ex: nuts or peanuts), the entire class will be asked to avoid sending that food item to school.

TEACHER RECOMMENDATIONS & REMINDERS

- Send your child to school with a full sized (16 in.) backpack which will give them plenty of room to store lunches, water bottles, an extra jacket, art work, etc.
- Check your child's water bottle on a regular basis, to ensure pieces do not become moldy.
- Dress your child in clothing that makes it easy for them to use the restroom.

CLOTHING SUGGESTIONS

At Preschool Academy, we often take advantage of the different weather we see in our area for hands-on teaching opportunities. When getting your child dressed for school, please consider the following:

- Bottoms that are easy to pull up and down when using the restroom
- Closed toed shoes with good tread
- Sleeves that can be rolled up easily for hand washing and art
- Weather appropriate coats
- Clothing that can get messy
- Leaving a pair of rain boots in the classroom for our outdoor adventures

LABEL PERSONAL ITEMS

All clothing and other personal items must be marked with your child's name. Preschool Academy staff nor the Issaquah School District are responsible for lost, damaged, or stolen items. Before sending personal items from home, parents are advised to check with their child's teacher on the appropriateness of each item as consistent with school policy.

SHARING

We will have an opportunity for your child to "share" an item in front of the class once per week. Children may choose one item from home such as a toy, stuffed animal, picture from a vacation, etc. We ask that this item be appropriate (no weapons).

BIRTHDAYS

Families have the option of sending a store-bought birthday treat to school for their child and classmates. Birthday celebrations must be pre-arranged with Preschool Academy staff.

QUESTIONS OR CONCERNS

Please begin by speaking with your Preschool Academy teacher. If you have additional concerns, please contact Program Support Specialist, Michelle Campbell at campbellm@issaquah.wednet.edu, this includes registration, billing, and waitlist.

