

Apollo Elementary
15025 SE 117th Street
Renton, WA 98059

Holly Street Early Learning Center
565 NW Holly Street
Issaquah, WA 98027

Skyline High School
1122 228th Avenue SE
Sammamish, WA 98075

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
After Care	2:30 PM – 4:30 PM

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

The ISD Preschool Academy program operates under the Issaquah School District and follows the same emergency and inclement weather procedures. Updates are posted on the Issaquah School District website and announced at the top of the home page.

- If Issaquah School District schools are closed for the day, the ISD Preschool Academy will also be closed.
- If Issaquah School District schools close early, families will be contacted to pick up their children as soon as possible.
- If Issaquah School District schools will be operating on a late start schedule, the ISD Preschool Academy will follow the same schedule.
    - Example: If ISD schools start one hour late, the Preschool Academy will also start one hour late.

      Late start and school closures are typically announced by the Issaquah School District and local news media beginning at 5:00 a.m. If inclement weather may create hazardous travel conditions, continue to monitor local news and the Issaquah School District website for updates.

Families may also call the Issaquah School District general information line at **425-837-7000** for recorded announcements regarding late starts and closures.

ENROLLMENT

Open enrollment for the upcoming school year begins in January. New families are added to the ISD Preschool Academy enrollment or waitlist on a first-come, first-served basis. Registration remains open until classes reach capacity.

MONTHLY TUITION SCHEDULE 2026-2027

Preschool (3's)	$1,485.00
Pre-Kindergarten	$1,485.00
Pre-K + Extended Day	$1,705.00

CHANGE OF SERVICE & TUTION

- Tuition is due in full on the 1st of each month.
- Monthly tuition will not be prorated for absences due to illness, vacations, or school year breaks.

Withdrawal

- A 30-day notice is required to process a withdrawal.
- Tuition will be adjusted based on the student's last day of attendance.
- Changes in service, including withdrawals, cannot be made after April 25, 2027.

AFTER CARE

After Care extends the regular school day for an additional feel. During After Care, students participate in free plan and planned activities. For enrollment information, please contact Michelle Morrison at morrisonm@issaquah.wednet.edu

AFTER CARE DROP-IN

After Care drop-in services are allowed on a limited basis for a fee of **$25.00 per day.** To request a drop-in day, please contact your child's teacher.

PICK UP TIMES & LATE FEES

School Day: The preschool day ends at **2:30 p.m.** Children must be picked up by this time. A late fee of **$5.00 per minute, per child** will be charged beginning at **2:31 p.m**. Repeated late pick-ups may result in additional action. If an emergency delays your arrival, please contact your child's teacher as soon as possible.

After Care: After Care ends at **4:30 p.m.** Children must be picked up by this time. A late fee of **$5.00 per minute, per child** will be charged beginning at **4:31 p.m**. Repeated late pick-ups may result in additional action. If an emergency delays your arrival, please contact your child's teacher as soon as possible.

ATTENDANCE & SIGN IN/SIGN OUT

Parents/guardians are responsible for notifying their child's teacher if their child will be absent or if a different authorized adult will be picking them up. Children will only be released to individuals listed as authorized contacts on the emergency information form. A valid photo may be required ID at pick-up.

Parents/guardians must sign their child in and out each day at drop-off and pick-up. This process ensures accurate attendance records and enables staff to account for all children quickly in the event of an emergency.

TOILETING EXPECTATIONS

At Preschool Academy, we encourage and support student independence. All children must be fully potty trained prior to beginning the program. To be considered potty trained, children must:

- Independently recognize and use the restroom without adult prompting or assistance.
- Be able to wipe themselves independently.
- Be able to pull their clothing up and down independently.
- Wear underwear exclusively during the school day.

Bathroom accidents should be infrequent, with fewer than two accidents per week. If accidents continue beyond the first month of school, staff will work with families to develop a plan to support the child's success in the program.

BEHAVIOR GUIDELINES

In order to promote a safe, stimulating environment for all children and staff, in each classroom will have guidelines that include behavior expectations consistent with those of the Issaquah School District. 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 ISD Preschool Academy program provides a quality experience for most children. However, it may not be the most appropriate childcare experience for every child, or for the same child at different stages of their development. The ISD Preschool Academy program 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 ISD Preschool Academy program, including but not limited to a determination that a child poses a threat or danger to themselves, others, or property.

ISD REGULATIONS

The ISD Preschool Academy complies with all Issaquah School District policies and regulations. These policies may be reviewed using the link provided: https://www.isd411.org/about-us/regulations

MEDICATIONS

If your child requires medication during school hours or needs emergency medication kept at school, please contact your child's teacher. Additional documentation and procedures may be required.

Children who require emergency medication may not attend school until all required medications are paperwork have been submitted and approved by an Issaquah School District nurse.

ILLNESS

Please monitor your child for signs of illness. Children with a fever, vomiting, or diarrhea should remain at home and may return to school only after being symptom-free for at least 24 hours.

If a child becomes ill at school, they will be cared for in a designated area separate from other children while awaiting pick-up. Parents/guardians will be contacted and asked to pick up their child as soon as possible. Please ensure an alternate emergency contact is available if you are unable to pick up your child promptly or cannot be reached by phone.

EMERGENCY TREATMENT

In the event of an accident or injury, Preschool Academy staff will provide first aid and contact the child's parent/guardian to arrange appropriate care or treatment.

If a serious injury requires immediate medical attention, staff will administer first aid and call 911. Parents/guardians will be notified as soon as possible.

SNACK

Nutritious snacks are provided by the district kitchen. If your child has dietary restrictions, food allergies, or other nutritional needs, please notify their teacher and ensure this information is documented on the emergency information form.

LUNCH

The ISD Preschool Academy includes a daily lunch period. Families may provide a packed lunch or purchase a lunch through the district kitchen. Information about lunch ordering and payment options will be provided by your child's teacher.

To support student safety, families may be asked not to send specific food items **if a classmate has a life-threatening food allergy**. For example, classrooms may be designated as nut-free when necessary.

TEACHER RECOMMENDATIONS & REMINDERS

The following are general recommendations from ISD Preschool Academy teachers. Your child's teacher may provide additional classroom-specific guidance:

- Send your child with a full-size (16-inch) backpack to accommodate lunches, water bottles, extra clothing, artwork, and other school materials.
- Clean and inspect your child's water bottle regularly to prevent mold and ensure all parts remain in good condition.
- Dress your child in clothing that supports independence, particularly when using the restroom.

CLOTHING SUGGESTIONS

At Preschool Academy, we use a variety of weather conditions as opportunities for hands-on learning and outdoor exploration. When preparing your child for school, please ensure they:

- Wear clothing that supports independent restroom use.
- Wear closed-toe shoes with good traction.
- Wear sleeves that can be easily rolled up for handwashing and art activities.
- Bring a weather-appropriate coat.
- Wear clothing suitable for messy play and exploration.
- Keep a pair of rain boots at school for outdoor activities and inclement weather.

LABEL PERSONAL ITEMS

All clothing and personal belongings should be clearly labeled with your child's name. Preschool Academy and the Issaquah School District are not responsible for lost, damaged, or stolen items.

Before sending personal items from home, please check with your child's teacher to ensure they are appropriate and comply with school guidelines.

BIRTHDAYS

Families may provide a store-bought birthday treat for their child and classmates. All birthday celebrations must be arranged in advance with Preschool Academy staff.

QUESTIONS OR CONCERNS

If you have a concern or question, please begin by speaking with your child's Preschool Academy teacher. If additional support is needed, please contact the Program Support Specialist(s) listed on the Preschool Academy website. https://www.isd411.org/programs-services/preschool/isd-preschool-academy

CONTACT INFORMATION

Program Information, Questions, or Concerns:
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