



Welcome to ECS Preschool, we are so glad you are a part of our family! We believe that your child's early education experience begins with a strong partnership between parents and staff. By enrolling your child at ECS Preschool, you have made an important investment in your child's education. We are grateful that you have chosen to join your home with a team that is committed to *"Integrating Excellent Education with Devotion to Jesus Christ"* through safety, discipleship, and excellent education.

We are a Christian preschool that acknowledges and teaches that the Bible is the foundation for all truth. Our desire is that every child become a Christ Follower and grow in that relationship. We are committed to the development of the whole child: academically, socially, spiritually, mentally, emotionally, and physically. We place a high value on building character and teaching our students to be Christ-like as servant leaders. We recognize that family is most important in raising children. We desire to partner with you to help your child achieve all that God has for his/her life. This handbook has been prepared to guide you and your student through our school's policies and procedures. We strive for good communication between school and home and we look forward to your partnership with ECS.

~Megan Lindberg
Preschool Director

Accreditation

Evergreen Christian School and Preschool are accredited through AdvancED. The result of the accreditation process is to understand where we are strong and where there are opportunities for improvement. This results in a school that has studied itself, has been studied by a team of visiting educators, and has achieved the status of being accredited. In the educational community this is the standard for quality, integrity, and excellence. The AdvancED program goes beyond general educational issues. Our goal is to continue to maintain this standard of excellence for our school in the state of Washington. Though Evergreen Christian Preschool is religiously exempt from licensure, we self-regulate to meet Washington State standards and laws for early education programs.

ACSI

Evergreen Christian Preschool is a member of the
Association of Christian Schools International

WFIS

Evergreen Christian Preschool is a member of the Washington Federation
of Independent Schools

Vision Statement

"Integrating excellent education with devotion to Jesus Christ."

Love (our students and families)

Partner (with all families)

Teach (academics and God's Word)

Guide (to be Christ followers)

Inspire (to be equipped for service and leadership)

Mission Statement

At Evergreen Christian School, we seek to excel in Safety, Discipleship, and
Excellent Education.

Statement of Non-Discrimination

Evergreen Christian Preschool recruits and admits individuals of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the preschool does not discriminate on the basis of race, color, or ethnic origin in administration or its programs.

Preschool Philosophy and Curriculum

OUR PHILOSOPHY is based on a Biblical worldview that all truth is inspired by the infallible Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he can only glorify God by choosing God's free gift of salvation through his Son, Jesus Christ, committing his life to Jesus Christ.

OUR PURPOSE is to promote Christian values in this nurturing environment to help children achieve skills which are Christ-like in nature. The object of our Preschool program is to enable the children to pursue moral character and academics that will prepare them for Kindergarten and their academic careers.

OUR AIM is to encompass the whole preschool child:

Spiritually-by introducing the Bible through songs, stories and by sharing a biblical worldview throughout the child's learning. Evergreen Christian Preschool's staff will be a model of Christ-centered character qualities in their lives and responses given to their students. Our curriculum supports the truth of God, His Word, and His Son Jesus Christ which is part of their daily experience.

Academically and Intellectually-by encouraging a love for learning through play, STEAM exploration, and hands on experiences.

Physically-by giving each child opportunities for small and large muscle coordination and motor skill development.

Socially and Emotionally-by developing in each child a feeling of security and belonging to preschool, and by encouraging active participation in group activity and positive peer interaction.

Our curriculum is based on weekly, monthly, and seasonal themes. We have found that by uniting themes, we can bring learning activities and objectives together within a main focus. That focus is to develop Godly character through social development, free

play, STEAM activities, reading readiness, creative development, and field trips.

Educational Philosophy

In the classroom, teachers are expected to center their day on the truth of Jesus Christ as revealed in the Bible. Students are taught to relate with family members, one another, staff, and all adults in accordance with Biblical concepts. The development and use of each student's God-given talents in service to God and His church is encouraged. Every staff member is committed to this mission, believing it to be the will of God for ECS.

Classroom Hours

Morning Classes 8:45 am - 11:15 am

Afternoon Classes 12:30 am - 3:00 pm

Lunch Hour (minimal and limited offering) 11:15 am - 12:30 pm

We provide preschool classes for children from ages 2 through 5.

Classes begin in September and continue through May.

School holidays are observed according to the Evergreen Christian School calendar.

Preschool Closures and Late Start

Preschool follows the K-8th grade standards for canceling the full day of school due to poor weather or any other special circumstance.

If the morning classes are delayed, the following class adjustments will be made:

Morning Classes 10:00 – 12:00 (late start)

Afternoon Classes 1:00 – 3:00 (late start)

ECS uses an emergency and school closure alert system for the parents of our students and staff. Please reference the Evergreen Christian School Handbook located on our website at www.ecsolympia.com for more on our closure and late start notifications.

Class Size

Class size is limited to appropriate age levels as set forth by the Washington State Laws and Regulations. Our spacious classrooms provide opportunities for a broad curriculum to engage all learning styles.

Policies and Procedures

Tuition and Fees

Tuition will be according to the days and times we have your child enrolled. All tuition payments are due by the 1st of each month beginning in September and ending in May. You will not receive a bill or reminder, and late fees will be applied. Please pay online or drop your payments off in the tuition box located in the school office. Please notify us in the morning if your child will not be attending that day. Our programming and commitments require us to engage staff based on the number of children enrolled. We cannot give refunds or credits for days when your child is absent nor will tuition be prorated for extended absences. This includes vacations or illnesses requiring absence of less than two weeks. Please reference the Evergreen Christian School Handbook located on our website at www.ecsolympia.com for more on tuition payments and fees.

Withdrawing from the School

A Withdrawal Form must be submitted 30-days in advance when planning to withdraw a child from the school. You will continue to be charged until you have formally withdrawn. Any time a child is withdrawn, someone from the waiting list will fill his/her place. In order to re-enroll, an opening will have to be available and a new application submitted. The school reserves the right to ask parents to withdraw a child if there are circumstances or behaviors that prevent the child from functioning appropriately within the classroom. Parents will be contacted with concerns and suggestions prior to being asked to withdraw a child. Please reference the Evergreen Christian School Handbook located on our website at www.ecsolympia.com for more on the withdrawal process.

Sign-In and Sign-Out

There will be a sign-in/sign-out sheet for you to fill out and sign when bringing and picking up your child. This will also serve as a way to communicate with your child's teacher. If someone other than a parent, or previously designated person, is picking up your child, you must give us written permission in order to release your child to the care of this person. This can be done via email or through the messaging app provided by your child's teacher. Please know that anyone you authorize to pick up your child will need to show their ID.

Dress

Children should wear clothing appropriate for preschool activities. Washable play clothes are best. During our activities their clothing may get dirty, wet, or potentially spotted with paint. Shoes that are comfortable to run and climb in our playground are suggested. Consider closed shoes with socks as we have bark ground cover on our playground. Please dress according to the weather as we will be enjoying outdoor experiences whenever possible. Warm coats with hats and mittens are best for cold days, and sweaters or lightweight jackets are suitable for warmer days. Please reference the Evergreen Christian School Handbook located on our website at www.ecsolympia.com for more on dress code policy.

Special Helper Snack

To help your child feel a sense of responsibility and develop an attitude of sharing, helping, and positive self-esteem, he or she will have an opportunity every few weeks to be a Special Helper. On that day your child may bring one or two items for show and tell. Anything that your child is excited to share, we are excited to see! (Please: NO weapons.) For snack time, please send a snack and a water cup/bottle with your child each class day in their own snack bag or box labeled with their name. Nut products are allowed, however if your child has a nut allergy we must have the necessary documentation on file and extra monitoring of the classroom and nut products will be followed. Our staff may determine a nut-free classroom based on the severity of the allergy. Feel free to pack juice or milk, water will be provided for any that may have forgotten their cup. If you want to bring a special birthday treat for your child's birthday, you may! If your child has an allergy, please plan to provide a separate birthday treat for parties that we can keep in the classroom or in the fridge/freezer.

Pet Policy

In the event that your child would like to bring a pet from home to visit the classroom, we require that the most current records from the veterinarian be brought with the pet, and the visit must be cleared with the Preschool Director prior to the visit. All pets must be brought in an enclosed carrier, and will remain in that space for the duration of the visit.

Field Trips

Field trips are planned to be extensions of classroom learning experiences and are something the children look forward to! In compliance with Washington State Law, we require families to provide transportation to and from all field trips to assure their

children are secured in a proper car seat. We also ask that each child have a family member stay with them through the field trip. Siblings are welcome to join our field trips along with the parent/guardian. In addition, all school volunteers must fill out a Background Check with our HR department before they are able to come with us on field trips and/or volunteer in the classroom.

Evergreen Christian School Stewardship Requirement

Similar to many private institutions, ECS requires each family to commit 20 stewardship/volunteer hours to the activities of ECS each year. Families with ONLY preschoolers at ECS are asked to complete 5 hours per family. If you have a preschooler and a student K-8th grade at ECS, the 20 hour requirement applies. Please reference the Evergreen Christian School Handbook located on our website at www.ecsolympia.com for more information on Stewardship Requirements.

Health and Safety

Your child's health is a priority and a matter of major importance. Upon enrollment you must complete the Medical Health Form and Certificate of Immunization Status. We must have current information on file for your child to attend preschool. Your child will be sent home if symptoms of illness appear during class time. In such cases, your child will be immediately isolated from others and a parent will be contacted. Please reference the Evergreen Christian School Handbook located on our website at www.ecsolympia.com for more on health and safety policies and procedures.

Toilet Training

We understand that potty training is being worked on by students of all ages throughout preschool. Since accidents may occur, parents of 2 and 3 year old students must sign a potty training assistance waiver. Potty training assistance will only be granted by our WA State Certified staff. If your child is still working on potty training, please connect with our Preschool Director, Megan Lindberg, to go over the waiver.

Classroom Management

Correction is training that helps a child make safe choices in a warm and loving environment. It is a three-way communication process between students, parents, and school personnel. Our goal is to use scriptural principles to instill appropriate conduct (Hebrews 12:11). Corrections are applied in partnership between parents, teachers, and other staff members with support from administration as needed. In addition, students are being taught to behave in a manner that reflects the love of Jesus, have a teachable

spirit, respect and obey teachers and friends, be responsible for one's actions, walk safely, and act orderly at school. We are committed to keeping our classrooms safe in all areas, physically, emotionally and spiritually. If at any time a teacher or the Director feels a student and/or the learning environment has reached a level of unsafety, the following steps will be taken:

Step/Level 1- students(s) may take a break with the teacher to go over together how they could make a safer choice.

Step/Level 2- student(s) may visit the Preschool Director to go over how they could make a safer choice. A parent/teacher/Director conference may proceed/be recommended.

Step/Level 3- the teacher or Director may call the student(s) parent/legal guardian to pick up their child from preschool. A parent/teacher/Director conference may proceed. If behavior is repetitively unsafe, the Director may recommend an action plan to improve behavior and ensure a safe environment. Please reference the Evergreen Christian School Handbook located on our website at www.ecsolympia.com for more on behavioral and discipline.

Communication with Parents

At Evergreen Christian Preschool we believe that the home is the primary educator in the life of a young child, and that we are an extension of the Christian home. We want to partner with parents to educate our students. The Evergreen Christian Preschool staff is available as a resource to parents who want to help their child further develop their skills at home. Parents are welcome anytime throughout the year to set up times to talk with preschool teachers about their children as well as school policies and procedures. Formal parent/teacher conferences are held in March, and there will be an optional time to meet if needed by the teacher or desired by the parent/guardian in November.

Earthquake Safety/Fire Drill/Lockdown Procedure

During the school year, we make it a frequent practice to review fire drill, earthquake drill and school lockdown procedures. In the event of an earthquake or lockdown, no student will be dismissed from the preschool unless a parent (or individual designated by a parent) comes for him/her. With this in mind, if there has been any change in your telephone numbers or address, please update the information with your child's teacher and the preschool director. All students must be signed out by either their parent or designated parties. It is very important for us to know where all children are at all times.

Child Abuse

As a mandated reporter to the Revised Code of Washington, Ch. 26.44, Evergreen Christian Preschool personnel are required to report suspected cases of child abuse. Suspected abuses are handled individually in accordance with the situation and as governed by State law. Administration assumes responsibility for contacts to be made with the home, and, when necessary, reporting to Child Protective Services.

A Final Word

Education is a partnership between parents and school. YOU are the expert on your child. We encourage you to discuss with us any changes or progress you notice in your child's development. We want to work hand in hand, partnering with you so that the greatest development possible can occur while your child is in our care. We are honored and blessed to come alongside you and your family!

"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6