



# Parent Handbook

## About This Handbook

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

## Who We Are

### Mission Statement

At Blooming Minds Preschool we believe in the value and uniqueness of each child and family we serve. We are committed to an anti-bias, anti-racist curriculum that creates teachable moments from students questions and observations. We back these discussions up by reading stories which showcase diverse communities as well as recognizing our similarities and celebrating our differences. Our preschool experience is designed to promote each child's own individual social, emotional, physical and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, for all children, which fosters a child's natural instinct to explore, discover, create and become a lifelong learner.

### Teaching Philosophy

We believe that in the right environment a child's natural curiosity and creativity leads to endless opportunities to grow in knowledge and develop a love of learning. We provide that environment at Blooming Minds Preschool by making it a safe and nurturing place where your child will be encouraged to build, splash, dash, pretend and create their way to exciting discoveries about the world around them. Each day with us will be a chance for your child to grow socially, cognitively, emotionally, and physically. Your child will be provided with learning opportunities adapted to fit their age, developmental stage, and learning style.

At Blooming Minds Preschool we believe more emphasis is needed on emotional health and teaching children to understand and control their emotions. We use methods from the Whole Brain Child, such as "name it to tame it", which promotes giving children the vocabulary to describe their emotions. This helps them understand that their feelings are real and manageable. We use this a lot in issues of sharing, helping our students describe their feelings and problem solving solutions.



## Class Times

Monday/Wednesday/Friday AM Class 9:00 -12:00

Tuesday/Thursday Am Class 9:00 -12:00

All our Classes are mixed age (3-6 years) which allows for advanced interpersonal dynamics and a more connected community. Each ages group has its own strengths and weaknesses so whether your child is on the older or younger side they will find opportunities for growth; collaborations and connection.

## School Breaks/Calendar

Blooming Minds will follow the Monroe School District Calendar for School Breaks

No Regular Classes:

Veterans Day Closure: TBD

Fall Break: TBD

Winter Break: TBD

MLK Day: TBD

Presidents Day: TBD

Spring Break: TBD

Memorial Day: TBD

## Curriculum:

Blooming Minds Preschool is a Montessori inspired play-based preschool that has a developmentally appropriate curriculum developed and designed by the Owner/Teacher Nicole Wight. Nicole has a bachelor's degree in elementary education and is certified in teaching birth-8th grade. She has taught kindergarten for 10 years.

Students will be offered activities throughout the day that allow each child to foster their own individual needs and passions. Topics and themes will include a variety of core academic standards that will prepare students for kindergarten.

## Daily Schedule:

9:00 -9:20 Unpack/Circle time

9:20 -10:20 Indoor student lead work time

10:20 -10:35 Snack time

10:35 - 11:00 Teacher lead whole group and small group activity

11:00 -11:45 Student lead outside work time (All weather)

11:45 -12:00 Pack up/Closing circle



## What to Provide

Students should come to school each day with a backpack large enough to fit their snack, water bottle, extra layers; depending on weather and a plastic folder that fits 8.5x11 paper.

## Play clothes

Please send your child to school in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum.

Children should be dressed appropriately for both indoor and outdoor activities. All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Please provide a complete change of clothes including weather appropriate layers and underwear in a ziplock bag labelled with your child's name to be kept at school and replenished as needed.

## Labeling

Please be sure to clearly label all items students bring to school including clothing. Let me know whenever your child's clothing or other items cannot be located.

## At Home Resources

Parents will receive a monthly newsletter and calendar that shares the weekly themes and academic skills being worked on. Monthly newsletters will include pictures of students working and learning in and around the classroom as well as supplemental activity ideas that can be done at home as a family.

## Pets & Visiting Animals

Blooming Minds Preschool has chickens, and a cat on location. Please make sure you share any pet allergies with me. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal will be brought into Blooming Minds Preschool without first notifying and receiving permission. Once approved by Blooming Minds Preschool; pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

## Field Trips

Blooming Minds Preschool Will have 2 field trip opportunities each year. One in the fall and one in the spring. Parents will be responsible for transportation and supervision during the field trip. If your child will not be attending the field trip please notify Blooming Minds Preschool and make alternative care for your child as we will not have someone available to supervise your child.



## Class expectations

Blooming Minds Preschool implements rules of respect and safety. We do not tolerate bullying, shaming, name-calling or any unwelcomed physical touch.

## Classroom Rules

1. Respect myself
  - a. Practice self-awareness
  - b. Follow teacher instructions to keep me safe
  - c. Tell a teacher if I need help
2. Respect others
  - a. Respect body boundaries
  - b. Use kind words
  - c. Help others stay safe
3. Respect our learning environment.
  - a. Treat our learning tools with kindness
  - b. Pick up after yourself
  - c. Stay within classroom boundaries

## Positive Discipline and Behavior Policy

Sometimes behavior will require adult intervention. We will start by validating any emotions the child may be experiencing to help the child better understand their own emotions as well as making them feel heard and understood. Once the child is ready we will address the unsafe behavior by brainstorming with the child as to why it violated our classroom rules. Together the students and teacher will develop a solution to "fix it". The child may want to apologize, talk it through, or offer a gentle hug. We do not force our students to say sorry as we want to ensure all apologies are sincere. Our classroom will have a calming corner students may choose to use when they need to cool down or take a quiet minute for themselves. The teacher may use the calming corner with the student while problem solving together.

If the behavior is not associated with another person (e.g., running away), the logical consequence of the unsafe behavior may include being required to stay by the teacher for the remainder of the class. Hitting other children with other materials may result in losing the privilege to use that material for a limited amount of time.

- If unsafe or hurtful behavior persists despite multiple attempts to resolve the issue, teachers will notify caregivers through email or phone and may be required to pick up early. To ensure the safety of all students.
- Continued behavior that violates our safety rules will result in a meeting between parents and teacher.
- Serious injury of a child or staff member, or habitual behavior that compromises safety of the children may lead to a mandatory break from the classroom or termination of enrollment.



## Risky Play

Risky play is more than just exhilarating; it's crucial for a child's development. Engaging in activities that involve calculated risks, like climbing, throwing, stick play and building makeshift structures, help kids develop crucial life skills. Through these experiences, children learn to assess and manage risks, fostering resilience, problem-solving abilities and a sense of independence. Our goal is to allow reasonable risk taking, balanced with watchfulness for true safety hazards.

## Drop off/Pick up

During drop off and pick up all students will be checked in and out on the sign in sheet. Only approved caregivers listed in the child's file or adults approved by the primary caregiver in writing may pick up a child. A photo ID of the approved adult will be required for initial pick-up.

Parents and caregivers are not allowed to stay with their children once the drop-off process is complete. This rule is in place to create a focused environment for the students and teacher. Parents are encouraged to say their goodbyes outside the door. If a student is struggling to separate from their parent and is in distress for more than a couple of minutes parents will be communicated with and a plan can be created and implemented.

## Late pick-up policy

It is the parents responsibility to ensure that children are picked up at their scheduled times. We allow for a 5 minute grace period for pick-up. If you are unable to pick up your child at the scheduled time, you must notify the teacher by calling. In the event the primary parent cannot be reached by the 5 minute grace period we will call the child's emergency contact. If parents or emergency contacts cannot be reached within 20 minutes, authorities will be called to ensure the safety of the child.

A late charge of \$2.00 per minute will be assessed to those families picking up their children after the 5 minute grace period. The late fees will be added to the next month's tuition payment.

Late fees are due regardless of inclement weather, traffic delays or other situations that may arise. Repetitive late pickups may result in the withdrawal of your child.

## Substitute teacher plan

Occasionally, teachers may call out sick. In these instances we will call upon designated substitute teachers to step in. These substitute teachers will be background checked as well as first aid/CPR certified.



## Enrollment

Registration is done through our website [www.bloomingmindsmonroe.com](http://www.bloomingmindsmonroe.com)

- Priority enrollment opens up in late fall/early winter for our current families. All remaining spots will be open to the public in mid January.
- Choose your desired class on our website and check out to pay the nonrefundable supply fee of \$150 to save your child's spot. Once you submit your order you will receive a confirmation email with the required forms to fill out and turn in prior to the first day of class. Required forms include:
  - Signed enrollment agreement
  - Child information card
  - Child health card
  - Child immunization record
  - Copy of primary guardians drivers license
  - Picture release form
  - Brightwheel enrollment information for monthly payments
- Enrollment remains active until the final day of school year (mid-June) or until we are given 31 days advance notice of withdrawal in writing.
- A meet the teacher day will be scheduled in mid-August for parents and students to come and explore the classroom and meet their teacher prior to school starting.
- An optional check in conference will be offered to parents after the first month of school to build relationships and create a culture of communication.

## Waitlist

Once a class is filled, prospective families can sign up for a waitlist on our website to be called when an opening occurs. We will contact families in the order their waitlist submission is received.

## Toilet Proficiency

All children must be toilet-proficient to attend Blooming Minds Preschool. Students may need to be picked up early if they have an accident in class. Children must be able to recognize and communicate their bathroom needs. We will prompt students to check in with themselves about bathroom needs. We can help students with getting clothing layers and getting on/off the toilet as needed. We can not wipe for students, however teachers are able to help motivate students to do it themselves and will hand them wet wipes as needed.

We understand that some students have extra needs when it comes to toileting. If arranged prior to registration you may put your child in a pull up with the understanding that it cannot be changed during class. If your child shows discomfort or has a BM accident, an adult will be called for immediate pick up. Multiple early pick up needs or sending your child in a pull up without prior arrangement will result in your student being required to stay home while working on toilet proficiency. If your child is asked to take a break to work on toilet proficiency, tuition will continue to be due.



## Communication

Parents can email their child's teacher at [bloomingmindsmonroe@gmail.com](mailto:bloomingmindsmonroe@gmail.com) anytime. Emails will be responded to within 24 business hours. Parents can send day of notes in their child's folder. Parents can also call the classroom phone for emergency needs during their child's class times at 425-530-7985

## Confidentiality

Confidentiality is a top priority for Blooming Minds Preschool. Personal information of families will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

## Licensing

Blooming minds Preschool is licensed to serve 6 children by the Washington Department of Children, Youth and Families. A copy of the licensing rules is available for review in the office.

## Weather Related Closings

Blooming Minds will remain open during most severe weather. We will monitor the weather and local news stations to determine when it is appropriate to close the preschool early or cancel school for the following day. In the event that Blooming Minds Preschool closes early or cancels school for the following day, parents will be contacted and informed of the situation via email and the Facebook page.

Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

## Conferences

Caregivers are welcome to schedule a conference anytime, if the parents or teacher feel the need. We do not set up regular conferences except in the spring for our 6 year old students preparing to go in to kindergarten. Our Pre-K age students will be assessed on Kindergarten readiness skills. These skills will be communicated with parents and caregivers at the conference and shared with the students future school.



## Tuition

The school year runs from September – June. First month, last month and \$100 supply fee is due upon enrollment. (\$50 if registering after December). Unpaid deposit will result in withdrawals. Tuition is then required in cash or check on a month-month basis starting October 1st and ending May1st. Annual tuition is also available, paid upon enrollment and receives a 5% discount.

## Late Fees

Tuition is due the 1st of every month from October – May. If tuition is not paid by the 5th of the month a late fee of \$20 will be added. If tuition is not paid by the 15th a late fee of \$45 will be added. Withdrawal from the program will be reviewed on the 15th if payment and late fees are not received in full.

## Insufficient Funds

All payments rejected due to insufficient funds will be charged a \$20 penalty. Repeated incidents could result in termination of child care services. A payment plan should be discussed with the office if a family is having trouble making tuition payments.

## Credits or refunds

We cannot give refunds or credits for sick days or those that are missed for any reason (e.g., vacation, missed class, inclement weather).

## Withdrawal Policy

Withdrawals From Blooming Minds Preschool requires 31 days advance notice. Last month's tuition will be applied no less that 31 days after submitting a written notice of withdrawal.

Tuition will continue to be due for this notice period, and partial months of attendance must be paid in full. If you wish to withdraw your child for any reason or if your child is dismissed due to inability to follow rules and regulations contained in the parent handbook, you will forfeit any paid deposit or fees.





## Food and Celebrations

### Food

Students need to bring one hearty snack each day of school. Snack will not be provided by Blooming Minds Preschool. Students will not be allowed to share food items with others.

### Allergies

No nuts or tree nuts are to be sent in snacks due to allergies. If your child has a food allergy, contact [blloomingmindsmonroe@gmail.com](mailto:blloomingmindsmonroe@gmail.com) so that we can instruct your child's classmates to avoid bringing specific items.

### Celebrations

Birthdays are very important for children. We acknowledge birthdays with songs, discussions, stories and a special crown. Please let us know in advance if you would like your child to celebrate their birthday at school. It's wonderful if you would like to bring birthday treats for all the children to share. Treats must be allergen free and store packaged. Please check in with me regarding class allergies.

For those parents who choose to invite only a select number of children to parties at home, we ask that you do not hand out invitations at school, in consideration of the feelings of those children and families who will not be attending.

### Holidays/Traditions

Blooming Minds Preschool emphasizes the exploration and understanding of various cultural celebrations and holidays. Our mission is to engage students in discussions about diverse holidays and traditions.

**Halloween:** Students are encouraged to come dressed up in costume on Halloween or the designated day. No full face masks or accessories. More information will be included in Octobers newsletter.

**Valentine's day:** We will have a valentine's day class party that will include passing out small gifts or cards to each student. More info will be given in the January and February newsletters.

**Winter Holiday Celebration:** We will have a winter holiday celebration that will include learning about a diverse and broad range of winter holidays. More info will be included in the November and December newsletters.

We respect the religious or spiritual beliefs of each family and are open to conversations within the class. Teachers work to maintain focused, curious, and respectful discussions amongst the group, gently redirecting as needed. While we encourage curiosity and discussion, we do not advocate for or promote any specific religion.



## Emergency Procedure

### Emergency Action Plan

#### Injuries

Minor injuries may be treated with a first aid kit. An incident report will be completed and put in your child's folder.

In the event of a more serious injury such as a possible concussion, fracture, burn, laceration (1/4" deep or more), etc. the primary caregiver and/or emergency contact for the child will be contacted. In the event of an emergency, ambulatory services may be contacted first prior to alerting the caregiver to initiate emergency medical care.

#### Emergency

In the event of an emergency, such as a severe head trauma, anaphylaxis, major fracture, etc., the following procedure will be followed.

- All activities will halt and group safety will be prioritized.
- The teacher will contact emergency services.
- Patients will be triaged and emergency first aid will be initiated as instructed by emergency dispatch instructions.
- Teacher will instruct emergency dispatch for medics to enter the front door when they arrive.
- Teacher will contact parents/caregivers and emergency contacts as soon as possible via phone call.

#### Fire, Earthquake, Bomb, or other Emergency Situations

Fire regulations and earthquake warning procedures are posted near the exits in each classroom. Fire and earthquake drills are conducted every three months. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teacher will immediately leave the building and go to the designated spot.

In case of an earthquake, students will be instructed to take shelter under a desk, table, chairs or in a door way until the earthquake is over and are instructed to evacuate to the designated spot. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, we ask that parents do not attempt to pick up their child during an emergency situation.

#### Severe Winter Weather

Owner/Teacher will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Blooming Minds Preschool will post on Facebook, email and call as needed to inform parents of the situation. Routine classroom activities will continue until parents arrive.



## Power Failure

Teacher and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

- If power cannot be restored within a reasonable amount of time, school will close and parents contacted.
- Owner/Teacher is responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

## Health and safety

### Medication plans

Medication, including Epinephrine Pens, Benadryl, inhalers, etc; cannot be dispensed at school unless the following conditions are met:

- An allergy Plan Form or Medication Authorization Form must be completed and turned in to the office.
- All medications must be in their original container. All medications must be labelled with the child's name.

### Illness

To reduce incidents of illness, please keep your child at home if a fever is present, they have a persistent cough, sore throat, green snot, if they have vomited or had diarrhea within 24-hours or if your child has open sores associated with Hand, Foot, and Mouth Disease. Children must be fever-free without medication and vomit free for 24-hours before returning to school.

Please notify me if your child has been exposed to Covid-19 or other communicable disease. If a positive case occurs in class, we will notify families of that via email.

### Drinking Water

Please have your student bring a filled reusable water bottle in their backpack each day. They can refill their water bottle as needed in class.

### Sunscreen

We recommend applying sunscreen to your child prior to drop off as needed. Please do not send sunscreen in your child's backpack.



## Handwashing

We will assist each child in hand washing before and after eating and after coming in from playing outside.

## Outside gear

We will be outside each day no matter the weather (except in severe weather) so please have your child bring weather appropriate clothing each day. Check the weather report prior to class each day. In the winter please make sure your student has gloves, hats, warm socks, boots and extra layers in their backpack. Make sure students have extra clothes in their backpacks in case they get wet during the outside play time. If students do not have extra clothes and get wet, caregivers will be called for early pick up.

## Tobacco Use

Cigarettes/ Vapes and smokeless tobacco products are prohibited on premises, including parking lots and outdoor play areas.

## Access Policy

Any person in the school who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.

## Mandatory Child Abuse Reporters

As a childcare professional who interact with children on a daily basis, I am a mandatory child abuse and neglect reporter and must contact the Washington Department of Human Services whenever abuse or neglect is suspected.

## Questions/Concerns

If you have a question or concern, do not hesitate to bring it to our attention. You can email [bloomingmindsmonroe@gmail.com](mailto:bloomingmindsmonroe@gmail.com) or call 425-530-7985.

Nicole Wight (Owner/Teacher) is available to assist parents in resolving concerns whenever needed.



## ENROLLMENT SIGNATURE PAGE

After reading the Parent Handbook, please sign the appropriate lines below and return the form to the school.

We, the parent(s)/guardians of \_\_\_\_\_ have read and understand the contents of the Parent Handbook.

We agree to follow all the policies outlined in the Parent Handbook.

We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by any changes. Any changes made to the Handbook will be distributed by the School.

The Parent Handbook is not an enrollment contract.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please Note: It is required that both/all parents sign this form.

Thank you, very much!  
Nicole Wight  
Blooming Minds Preschool