

Sweet Honeybee Preschool

Family Handbook 2023-2024

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THE EXPERIENCE AT SWEET HONEYBEE PRESCHOOL

Administration and Staff

Katrina Stern (she/her) – Founder, School Administrator and Lead Teacher

Katrina has a joy and passion for early childhood learning. Growing up here in Seattle, she attended the Seattle Waldorf School from kindergarten through 8th grade. She then attended the Evergreen State College where she earned her Early Childhood Degree and her Masters in Teaching in Elementary Education and English Language Learning. Katrina taught in a Reggio Head Start Program as well as other preschool and day care settings, as well as Tinkergarten. She has worked in special education and autism programs and has taught kindergarten, 1st grade, and ELL in public school settings.

After the birth of her twins, Katrina decided to take a break from teaching. During that time, she was trained as a postpartum doula at Bastyr and served as the Year One facilitator for the Seattle Families of Multiples Early Parent Support Program. When her twins reached preschool age, her passion for early childhood learning was reignited, which inspired her to open Sweet Honeybee Preschool, where the twins attended for the first 2 years after opening. She has dedicated this next phase of her life and career path to working with families and children in early childhood as this is such a foundational time of life. She greatly values creating space for children and families to learn, and grow, and build community with one another.

Caitlin Hoy (she/her) – Team Teacher

Caitlin graduated North Seattle College with her BAS in Early Childhood Education in 2021. She has also nannied for a number of families and is a proud auntie. It is her niece and nephew who have inspired her to dedicate her career to early childhood education. This is Caitlin's fifth year at Sweet Honeybee Preschool and we are thrilled to have her with us.

Jana Martinez (she/her) – Team Teacher

Jana has been working with children for over 25 years. Her experiences with children include working as a gymnastics instructor, camp counselor/ trip leader, nanny, and teacher in both preschool and childcare center settings. She also has worked as a postpartum doula and during this time she sat on the Board of Directors for NAPS Doulas. Jana has a Bachelors of Science degree in Recreation Administration. Her favorite part of early childhood is the immense growth that happens at this age and she loves that she gets to be part of this amazing time in their lives. As a parent who had a child enrolled in a Waldorf preschool she is really looking forward to being a part of the Waldorf traditions again. In her spare time Jana enjoys spending time with her family, which consists of her husband, son and their dog.

About Sweet Honeybee

Sweet Honeybee Preschool (SHP) is a nature-based program inspired by Waldorf education philosophy. Our preschool is comprised of mixed aged children ranging from 2.5 - 5 years of age. We offer morning preschool program Monday to Friday 9:00am - 1:00pm, September through May. We provide lunch and snack daily, where children are invited to take part in meal preparation. Our meals consist of whole grains, organic foods, and a variety of fresh and local fruits and vegetable. Our menu is inspired by the seasons, and therefore changes with each new season.

At SHP, children have the opportunity to experience a nurturing home-like environment where they can build positive social interactions, gain valuable life skills, and a strong foundation for learning. Part of our day is spent outside exploring and using sensory materials to build, create, and discover the magic of the natural world around us. Each week, we frequent neighboring parks and green spaces on our adventure days. Our time indoors is spent creating, imagining, and sharing seasonal stories, songs, and movement. Each day, we provide a familiar rhythm so that children know what to expect. We provide meaningful activities that foster a sense of purpose, connection, imagination, creativity, and wonder.

Values

- We **believe** each child is a valuable contributor.
- We **offer** problem solving tools and guidance to support children in feeling successful socially.
- We **allow** space for children to independently explore, create, and work through challenges.
- We **observe** children's needs and interests, and use them to guide learning.
- We let **nature** be our classroom, our teacher, and our materials in which we build our foundation for learning.

Philosophy

- We invite a sense of **wonder** and **imagination** each day.
- We share our love and appreciation of **nature**.
- We work with our hands to **create**.
- We see children as **valuable** guides in teaching us what they need and how they learn best.

Curriculum

SHP uses a nature-based curriculum. Our goal is to strengthen social emotional learning, support personal-care independence, build community and connection, and to deepen children's natural curiosity and excitement for exploration and discovery. We emphasize the importance of daily rhythms, use seasonal themes with songs, rhymes, and stories, and spend time each day outdoors activating all our senses through gardening and nature play. We also incorporate foundational elements of literacy, mathematics, and science concepts into our daily activities.

SHP is committed to growth, learning, and change around anti-racist and anti-biased teaching practices. Our education systems have historically been led by and centered around whiteness and dominant culture narratives. To work towards our goals, we must actively work to question assumptions and change the ways we operate.

Festivals and Events

We have the following festivals and events throughout the year to help connect families and celebrate the many wonders of our changing seasons.

- **Welcome Picnic** – early September – family event
- **Apple Harvest Week** – early October – school day event (*volunteering available*)
- **Pumpkin Patch Field Trip** – mid-October – school day event (*transportation required*)
- **Lantern Walk and Costume Parade** – end of October – family event
- **Stone Soup Celebration** – end of November – school day event (*volunteering available*)
- **Winter Festival** – family event – early-mid-December
- **Woodland Park Zoo Field Trips** – January at Northwest Trail, and March at Family Farm – school day event (*transportation required/ volunteering available*)
- **Low Tide at Golden Gardens** – April – school day event (*transportation required*)
- **May Pole Festival** – early May – family event
- **Rainbow Bridge Ceremony** - early June – family event

Birthdays

Birthdays are celebrated during our preschool day on the week of your child's birthday. Summer birthdays are celebrated in May before the end of the school year. Children are given a wishing stone each year that their teachers and classmates fill with wishes for them. We light a birthday candle and sing a birthday song that reminds us that the earth has circled the sun once again. When a child turns 5, we will tell a special birthday story that will be sent home for you to read again with your child as you wish.

You may request to bring in a small treat for your child's birthday. **Please coordinate this with your child's teacher.** We do not allow hard candies and treats must be allergy free depending on the allergens of the current cohort of children for the year.

If you wish to invite classmates to a birthday celebration, we ask that if you bring invitations to preschool, the whole class be included. If you would prefer a smaller gathering, you are welcome to privately message families of children you wish to invite.

Toys from Home

Our school policy is that toys from home are not allowed at school. A small comfort item, preferably a stuffed animal is welcome. Children bringing toys from home can present a number of challenges for both children and teachers to manage. We provide toys, materials, and meaningful activities to help your child engage in imaginative play, create with, explore, and help your child grow, develop, and learn. Toys from home can take away from the intention and thought that teachers have put into creating an environment for children to interact with.

Gifts

If your child wants to bring a special item to share with classmates to honor or celebrate a cultural event or occasion, please coordinate with our teachers first. When bringing gifts, ensure that there are enough for every child. If your child has a special gift for one particular child at school, please have your child share this outside of school.

Meals

At SHP, we serve a vegetarian snack, lunch and tea daily. Children are invited to take part in bread making each Friday and through our seasonal cooking projects. We change our menu seasonally. Our ingredients are organic (unless unavailable) and we incorporate whole grains, fresh fruit and vegetables along with a variety of nuts (with the exception when we have children attending with severe nut allergies) and seeds.

We take dietary restrictions, allergies, and food sensitivities into consideration when planning our menu each season. If your child has allergies or dietary restrictions, or there is a change with your child's allergies or dietary restrictions, it is your responsibility to communicate this to both your child's teacher and school administrations so that we may update your child's profile.

Volunteering

We offer a number of volunteering opportunities throughout the year during special events, field trips, and occasionally for school projects. We require all volunteers to be fully vaccinated for COVID-19 and require our volunteers to pass a Washington State Patrol background check.

Communication

We greatly value communication and connection between teacher and families. We have a variety of opportunities to touch base individually and as a community throughout the year.

Procare Messaging – all teachers receive these communications

- Send updates on arrival or pick-up
- Letting us know if your child is ill or absent for the day

Email Communication – messages intended for school administrator

- Schedule/enrollment changes
- Allergy or dietary restriction updates
- Tuition questions
- Scheduling make-up days
- Vacation/absence notification
- Schedule a teacher meeting
- Share life updates or private family information

Weekly Newsletters – SHB send weekly newsletters with an update about our seasonal themes, projects and activities we are working on, photos, and calendar reminders and updates.

Conferences – We set aside time in our year for family conferences in the fall and again in the spring. This is a time for us to discuss both the joys and challenges that your child is having at school. We will discuss growth and development and offer resources, tools, and strategies to support both you and your child.

Teacher Communication – We want to emphasize the importance of informing your child's teacher when there are changes at home or life events that are impacting your child. Especially during these formative years, children don't always express emotions verbally. Often when there are disruptions or changes in a child's life, even positive ones, their behavior can be a form of communicate and reflect the feeling they are having. Thus, the information you provide to us can be incredibly important and valuable in allowing us to help your child process these emotions in healthy and positive ways.

If you would like to share or discuss something with one of our teachers, please send us an email or Procure message. During pick-up, teachers are generally available for brief questions and conversations. If conversations need more attention or depth, we ask that you schedule a phone call or meeting at a later date. *Please note during drop offs we are **unavailable** for adult conversations other than sharing brief and pertinent information about your child. This time is devoted to helping children transition into their day.*

Confidentiality

We do not share any personal information with other families and value your family and child's privacy. We do share family contact information and school photos through Procure weekly newsletters, with your written consent.

Supply List

Please make sure to have all items purchased prior to your child's first day of school. This list may be updated throughout the year as needed.

Items to remain at school throughout the year:

- Closed toes indoor slippers with backs and traction/rubber soles.
- Water Bottle labeled with your child's name (these will be sent home at the end of each week to be washed).
- Waterproof neoprene boots (no rubber boots please). We highly recommend BOGS or Okiwear, which are both insulated, flexible, and don't crack as easily as rubber boots. Children wear boots every day to allow for water and mud play. If you plan to bring your child's boots home over the weekend, they need to come back to school at the start of the week.
- 1-2 changes of weather appropriate clothing in a zip-lock or wet bag. We will provide a canvas bag that will travel back and forth between school and home as needed.

Emergency Care Kit:

All items should fit into a one-gallon Ziploc bag. These items will remain at school for the entire year and will only be used in an emergency. Please write your child's name on the outside of the bag.

- Change of clothes
- Comfort item such as a small stuffed animal or a trinket
- Disposable bottle of water
- Non-perishable, **nut-free** bar/snack item
- Family photo

Clothing:

In the spirit of Waldorf education, we ask that children come to school in clothes that do not display Disney characters, super heroes, action figures, cartoons, or any commercialized characters. These can hinder imaginative play as children tend to mimic characters' actions and behaviors.

We encourage children to explore and engage with their environment. Children often encounter mud, sand, paint, chalk, glue, rough surfaces, and the elements. Expect clothing to get wet, messy, dirty, and sometimes wear holes. Children should wear weather appropriate clothing and shoes that are comfortable and do not restrict movement in any way. When children are distracted with the discomfort of cold or wet clothing, it is difficult for them to play with joy and ease. Since we live in the Pacific Northwest, it is quite common for

weather to shift from warm to cold and it is critical that children dress in layers. We value learning to enjoy all the many wonders of our changing seasons and weather patterns, and we embrace the Scandinavian saying, *“There is no bad weather, only unsuitable clothing.”*

Please ensure your child has adequate clothing for the day. All items need to be labeled with your child’s name. If your child does not have necessary clothing needed to participate in the activities for the day, you may be called and asked to bring additional items as needed.

Fall/Winter Layering Tips:

- Dress in warm layers:
 1. Base layer (natural or synthetic/fleece fibers)
 2. Wool or fleece pants (no cotton or jeans and no zippers or buttons)
 3. Sweater/Pullover (wool or fleece helps wick moisture and retain body heat best)
 4. Puffer jacket
 5. Neoprene boots – these help to keep water out and feet insulated
 6. Wool or synthetic socks (x2)
 7. Wool or fleece hat
 8. Wool or fleece scarf or neck warmer
 9. Fleece and waterproof mittens
 10. Extra warm layers

Spring/Summer Layering Tips:

- Although the sun is shining throughout the spring and summer, mornings can be cool. Provide a variety of layers and backup options.
- Cotton is acceptable (quick drying clothes are preferred)
- SPF or UV rated clothing (long and short sleeve shirts plus shorts and pants)
- A sun hat for added protection.
- Sunscreen, applied before dropping your child off for the day.

Rain Gear:

SHP provides rain suspenders and rain coats for all children to wear during outdoor time. Families must provide boots, and weather appropriate layers. It is important that children are dressed adequately for the weather so that they are warm and comfortable throughout their day. Here in the Pacific Northwest we are blessed with the gift of rain, which is what gives us our incredibly beautiful and lush surroundings. We spend a good part of each day outdoors rain or shine and want children to find joy in celebrating the magic of rain: jumping in puddles, building dams, sending boats down our alley river, or pumping water from our rain barrel. We therefore encourage you to speak positively of our weather and the benefits of wearing raingear and boots during outdoor time.

Shoes:

Please only send your child in shoes that they can successfully put on and take off with minimal or no help. Unless your child is able to tie their own shoes, please do not send your child in laced shoes.

- Most days are boot days at SHP. Your child needs to have warm, comfortable, and waterproof neoprene boots at school every day.
- On dry adventure days, children may wear walking shoes rather than boots.

- If the weather allows for sandals, they need to be close-toed, and comfortable for climbing, running, and getting wet. Flip-flops are not allowed. We have wood chips and pea gravel in our outdoor areas that can become stuck and uncomfortable.

Drop-off/Pick-up/Parking

Drop-Off:

- Drop off is between 9:00 - 9:15 am.
- We use GPS mobile sign-in. If you haven't done so already, you will need to download the Procure app on your phone and allow location while using the app. Please sign your child in upon arrival and out upon pick-up.
- If you are running late for drop off or pick up, please send us a Procure message with your estimated time of arrival.
- You may walk your child onto our porch for them to remove their shoes. After that, it is time to say your goodbyes at the threshold. Teachers will then help your child put their belongings away and transition into the day.
- Even if your child is struggling with separation when you leave, the best goodbyes are kept brief and consistent. We know from years of experience that the longer you stay, the harder it will be for your child to settle and adjust. The best way to support your child is to give them a big hug and kiss, reassure them that you will be back at the end of their day, and then head out. Our teachers are prepared to offer comfort, reassurance, and guidance with this transition.

Pick-up:

- **Pick up is between 12:50 pm and 1:00pm** . We recommend arriving a few minutes early, especially on Wednesdays, when our neighboring school has early release and parking is more challenging than usual.
- If you are running late for drop off or pick up, please send us a Procure message with your estimated time of arrival.
- Children can become anxious when their adult is not present at pick-up time. While we understand that on rare occasions delays are unavoidable, if you are consistently late to pick up your child, you will be charged a late fee.
- Please wait in our alley outside our gate until we walk your child out to you. Our path can get very congested at pick-up and it is important to leave it clear for easy passage.

Parking/Alley Driving:

- We ask that all families either park on Fremont Avenue and walk up the public stairs at the *Bowdoin Place* street sign or park on Evanston Avenue and walk through our alley. If someone in your family has mobility limitations, please let us know and we can make a plan with you regarding drop-off and pick-ups.
- In order for SHP to maintain positive relationships with our neighbors, we ask that you do not block our alley, residential streets, or driveways. Please only park in designated parking areas.
- **DO NOT drive through our alley** during drop off and pick up times as this causes unnecessary traffic when we have children and caregivers present and want to prioritize safety for pedestrian use.
- Bikes may use the alley for drop offs.

Cell Phone Use

Please refrain from having phone conversation during drop-off and pick-up times. Note that our staff may need to have their cell phones readily available to respond to family calls regarding late arrivals or pick-ups. Staff do use their phones to document and share photos, log incidences, and for family communication.

HEALTH, SAFETY, & SUPERVISION

Illness

Children need to be in good health and able to fully participate in daily activities to attend preschool. If your child is unwell, they need to be in an environment that is most conducive to healing. You know your child best. If they are fatigued, showing signs of illness, or recovering from illness, please do not bring them to school so that we may minimize the spread of illnesses to classmates and staff. We do understand illness can be sudden and unpredictable. If your child arrives at school and appears to be unwell, you will be contacted to pick them up.

If your child has any communicable illness, we ask that you inform Sweet Honeybee immediately so that we may notify our school community of exposure as required. We ask that you adhere to the additional following guidelines for keeping your child at home when ill:

- **Fatigue** – unusually tired, pale, lack of appetite or is difficult to wake; confused, or unusually irritable.
- **Fever** — if your child has a fever of 100.4 F or higher, keep them home; they may not return to school until a full 24 hours has passed fever-free WITHOUT fever reducing medication such as acetaminophen or ibuprofen.
- **Sore throat or persistent coughing** — unable to participate in activities due to persistent coughing.
- **Strep Throat** – child must stay home for 24 hours after first dose of antibiotics, as long as symptoms have improved.
- **Vomiting** — two or more times within the a 48-hour period. Your child may not return to school until a full 48 hours has passed since the last vomiting episode.
- **Diarrhea** — two or more watery stools in a 24-hour period, especially if child looks or acts ill. Your child they may not return to school until a full 24 hours has passed since the last diarrhea episode.
- **Rash** — unknown origin or those known to be contagious such as ringworm, impetigo, or any draining rash or sore especially when fever or itching are also present. Children may return to school after receiving a diagnosis from a health care provider and rash is no longer contagious.
- **Eyes** – pink eye, bacterial conjunctivitis, thick mucus or pus draining from eye, or unusual redness— child must stay home 24 hours after first dose of antibiotics.
- **Lice** – must be treated for lice and nits before returning to school.
- **Scabies** —after scabies is treated, children may return to school but family must monitor children for the next 3 weeks.

COVID-19 Health and Safety

We adhere to Washington State Department of Health and King County Health Department Child Care guidance regarding COVID prevention and safety. We will continue to monitor updates made to the guidance and notify families if changes will be made. Prioritizing student and staff well-being will continue to drive our planning and decision-making. We have outlined our layered COVID preventative plan below.

- **Vaccinations** – SHP requires that all staff are fully vaccinated for COVID-19 and we strongly encourage that all students get vaccinated prior to the start of the school year.
- **Air Purification** – We have HEPA air purifiers in each of our main rooms and we spend part of our day outdoors.
- **Staying home when sick** – If your child is sick, please keep them home. Make sure to review our COVID [flowchart](#), which is a helpful guide for families to understand what to do when your child is symptomatic or is exposed to COVID-19.
- **Testing** – SHB does not provide COVID-19 testing. We may ask families to provide a test for their child if they are exhibiting symptoms of COVID.
- **Masking** – Mask are optional for both students and staff both in and outdoors. The exception to this, is if your child tests positive for COVID, they will need to wear a mask when they return to preschool on day 6-10 after testing positive.
- **Reporting** – We require that families inform us at sweethoneybeepreschool@gmail.com if your child or other household member tests positive for COVID-19. Reporting allows us to mitigate the spread of the virus.
- **Positive case response** – When there is a positive case (student or faculty), we will inform families as soon as possible, without identifying the individual. When there are multiple cases, we may layer additional measures, such as mandatory masking and testing, as a precaution against spreading the virus. In keeping with CDC guidelines, individuals testing positive for COVID are required to stay home and isolate for five days (the day you test positive is day 0). Children may return on day 6. Upon returning to school, a mask is required through day 10.

Immunization Policy

In accordance with Washington State law, SHP requires children to be immunized before attending Child Care and Preschool settings. In order to protect the school community from the spread of communicable diseases, we will require each family to submit a Certificate of Immunization Status prior to your child's first day of preschool. Your child will be unable to attend without updated immunization records.

Immunization Requirements:

- Hepatitis B – 3 doses
- DTaP (Diphtheria, Tetanus, Pertussis) – 4 doses
- Hib (Haemophilus influenza type B) – 4 doses
- IPV (Polio) – 3 doses
- PCV (Pneumococcal Conjugate) – 4 doses
- MMR (Measles, Mumps, Rubella) – 1 dose
- Varicella (Chickenpox) – 1 dose or verification child had disease

Exemptions from Immunization:

SHP believes that immunizations save lives and diseases can spread quickly in schools. Children who are not vaccinated are more likely to get a disease that vaccines can prevent, and are more likely to spread diseases in their communities. This particularly compromises children who are not able to be vaccinated because of confirmed medical reasons. Having fewer philosophical or convenience-based exemptions will reduce the burden on our schools and the risk to medically-compromised children and to infants not yet old enough to receive routine immunizations. SHP will only accept exemptions that are allowed by Washington State Law. If your child has not received required vaccinations, you must submit a completed *Certificate of Exemption*.

- SHP does not allow Personal/Philosophical exemptions for the MMR vaccine.

- SHP requires that a licensed health care provider sign the *Certificate of Exemption* for a parent or guardian to exempt their child from school and child care immunization requirements. The signature verifies that the provider gave the parent or guardian information about the benefits and risks of immunization.
- A health care provider doesn't need to sign the form for parents or guardians who demonstrate membership in a church or religious group that does not allow a health care provider to provide medical treatment to a child.
- Children with exemptions on file may be sent home during an outbreak. They can only return to school once the outbreak is over or get vaccinated.

Allergies/Dietary Restrictions

If your child has allergies, this information must be entered into the Allergy Section on your child's Procure profile as well as on your child's Emergency Medical Release Form. Please fully inform the School Administration of any protocol involving your child's allergies, possible reactions, and the steps the school must follow in the event your child comes in contact with the allergen.

If there are any changes to your child's allergies, sensitivities, or dietary restrictions, you must update the Allergy section of their Procure student profile, and promptly inform the School Administration that you have done so. This is our only method of ensuring all staff are made aware of changes. Comments made in passing to a teacher will not be considered an adequate form of communicating changes.

Please distinguish between an allergy and dietary restriction/food sensitivity. These are listed as separate categories on your child's Procure Profile. It is important for staff to know health risks for each child.

Medication

SHP does not administer medication with the exception of Epi-pens and Benadryl should your child have an allergic reaction. Please administer medication to your child prior to bringing them to school. If your child requires an epi-pen, you must provide 2 for SHP to have on hand in case of emergency. Your child's name must be written on the epi-pen and include detailed instructions regarding use.

Teacher-to-Child Ratio

We believe in the importance of maintaining high standards regarding staff-to-child ratios. Our mixed-aged class has a minimum of two teachers (usually a lead and an assistant) with a maximum of 14 students on campus at any given time. We generally have a third teacher who is a regular substitute, lunch coordinator, and one-on-one support as needed.

Conflict Resolution

At SHP we recognize that conflict is a part of learning to be in community with one another. We strive to teach problem-solving techniques and conflict resolution language and actions. We use a variety of strategies including negotiation tools, checking in with someone when they are hurt to see how we can help, and social stories to support and build empathy. When children are angry and emotionally dysregulated, we offer a safe space along with calming and sensory stimulating materials for children to regulate their body and emotions before coming back to repair or resolve a conflict.

Discipline

At SHP, we recognize that there is not a one-size fits all approach to discipline and value mistakes as learning opportunities. We utilize a variety of strategies to empower children to learn successful communication methods, redirect inappropriate behavior, regulate emotions and attend to sensory needs. We do not use time-outs, scolding, shaming, or punishment of any kind. We use non-violent communication and restorative practices. We set limits and boundaries, and when necessary, appropriate consequences if children are being unsafe or harmful to themselves, to others, or to our space. We see ourselves as partners alongside families and work with families to support each child in their personal growth, development, and well-being.

In the event that a child is repeatedly unable to follow safety rules and boundaries during preschool, we will collaborate with families to set shared goals, find resources and support, and set a plan to work towards set goals. If progress is not being made and we do not feel that SHB is the best suited environment for a child, we may suggest finding an alternative program.

Weapons

SHP is a weapon free space. This includes weapon play at school. We invite imagination and creativity in many forms, but violence of any kind will not be allowed during school functions. We do know that weapon play can be fascinating to children. At the same time, weapon play can make people feel unsafe. While we honor the curiosity that children have, we first and foremost strive to create space that is safe and welcoming for all who are present.

Abuse/ Mandatory Reporting

SHP is a mandatory reporter and all staff are required by the Department of Social and Health Services to immediately report to Child Protective Services any suspicion of child abuse.

Accidents and Emergencies

- **Bumps and Bruises** – It is common and expected that children will get minor bumps, scrapes, or bruises over the course of the day. While we do not report every incident, we do our best to log all injuries in Procure. All our staff are First Aid and CPR certified and will attend to these minor injuries accordingly.
- **Serious Injury** – If our staff feels that an injury warrants your attention, families will be notified via Procure messaging or via a phone call. We will log serious injuries in Procure under your child's injury log.
- **Medical Emergency** – If your child has a serious accident or injury at school, you will be notified as soon as possible and we will call 9-11 if necessary.

Risk Assessment

We value safety and risk assessment in all of our activities. While we do promote some amount of risk taking and independent learning, we monitor students during play and do not allow risks that could result in serious injury. We regularly check our indoor and outdoor spaces for broken equipment and potential hazards. On our adventure day, our staff conduct a safety check of our surroundings for any sharp or dangerous materials. Volunteers are always supervised and are never left unattended without a SHP staff present.

Liability Waiver

Our insurance company requires us to have all families sign a liability waiver. It is the intention of SHP, its admin, and staff, to avoid and limit potential safety risks. It is the goal and objective of SHP to operate all preschool events, activities, and offsite outings in a safe environment where children can experience

risk-taking within reason. This allows children beneficial developmental growth. Accidents are always a possibility with physical risk-taking, and requires acceptance of such risks.

Staff have the following items on hand at all times in case of injury or emergency:

- Cell phone
- First aid kit
- Emergency contact information
- Emergency medication

Air Quality and Smoke Policy

SHP will carefully monitor the air quality during periods of smoke or heavy pollution using www.airnow.gov. Since we do have access to our indoor space, we have the possibility of staying indoors for extended portions of our day. However, we will still spend some time outside during the day. Attending during times of poor air quality is at a families' own risk.

- To make sure our children and teachers stay safe, it is our policy to close school if the Air Quality becomes Unhealthy (151 AQI or above). Families will be notified within 2 hours of the start of our day if this is the case; if the air quality worsens after the start of class, early pick-ups may be called.
- Teachers will monitor students closely and may send children home if any symptoms arise. At an Unhealthy-to-Sensitive Groups level, families are encouraged to keep their children home if they are concerned or if their child has any health issues that might make them more susceptible to impact.
- If an Unhealthy-to-Sensitive Groups level is combined with other risk factors such as heat, cold, humidity, or wind as noted by the Childcare Weather Watch Chart, SHP will evaluate and close as needed.
- If an Unhealthy-to-Sensitive Groups Air Quality Rating (101-150 AQI) occurs for a prolonged period (more than 2 hours), SHP will assess and close as needed.

Pet Policy

While we love animals and all the excitement they bring, dogs are not permitted on SHP grounds. If you choose to bring your pet to drop-off or pick-up, we prefer that they are left in your vehicle. However, if you bring them with you, they must be secured on a leash and stay in the alley, away from other children unless a child's adult is present and able to consent to and monitor the interaction. We do not allow children to interact with dogs during preschool hours or on field trips or adventure days.

ENROLLMENT, TUITION, & ATTENDANCE

Non-Discrimination Policy

SHP admits children of any race, color, religion and national or ethnic origin. It does not discriminate on the basis of sex, race, color, religion, sexual orientation, gender identity or national or ethnic origin or the presence of any physical, mental or sensory handicap in the administration of its hiring policies, educational policies, admission policies, programs, and other school administered programs.

Enrollment/Eligibility

In order to be eligible for enrollment, students must meet the following requirements.

- **Age** – Children must be 2 ½ years of age prior to the start of the school year and may attend through 5 years of age.

- **Bathroom Use** – Children must be toileting with minimal assistance and be able to wipe independently.

The following needs to be submitted by the March 15th in order to hold your child’s spot for the upcoming school year.

- **Signed tuition contract**
- **Registration fee** in the amount of \$100 per child (for new students only).
- **A non-refundable, non-transferable deposit** in the amount of one month’s tuition, which will be applied to your child’s total annual tuition cost.

Tuition Payment Schedule & Fees

All tuition and associated fees can be paid by check made out to Sweet Honeybee Preschool and mailed or deposited in the locked mailbox at 3957 Fremont Ave N. Seattle, WA 98103, or through our Procure system.

The following is a list of the annual tuition payments and their due dates.

- **Registration Fee** – \$100 payment due upon acceptance to our program. NEW STUDENTS ONLY.
- **One-Time Deposit** – A non-refundable deposit of one month’s tuition is due along with the signed tuition contract.
- **Monthly Tuition** – Your annual tuition cost is divided into nine equal payments that are due monthly starting September 1st through April 1st plus a deposit at the time of enrollment.
- **Annual Lunch Fee** – Due August 1st.

Late Payments

There will be a \$30 late fee for payments made after the 5th day of the month. If a tuition payment is more than 45 days past due, unless you have communicated with us and made payment plan arrangements, your child may be automatically unenrolled.

Late Pick-Ups

Pick up is promptly at 1:00 pm. If you are late to pick up your child, a late charge of \$15 for each increment of 15 minutes will be charged to your account.

School Calendar, Scheduled Breaks, & Closures

Our program runs Monday to Friday 9:00 am - 1:00 pm September to May, with the exception of scheduled breaks, listed on our SHP Calendar. We do our best to keep to our scheduled events; however, our calendar is subject to change. On occasion, there may be unexpected school closures due to inclement weather, air quality, teacher sick-days, or community illness. Closures of these nature are unavoidable and we do not offer tuition refunds.

Absences

There are no discounts, refunds, or other allowance for family absences due to illness, vacation, or holidays. You may request make-up days available. Email SHP admin with your request, and they will determine whether there is space available.

Vacations

It is helpful to know when you family will not be attending preschool. Two weeks’ notice is preferred if possible. This helps us in our planning and preparation for the week.

Withdraw/Schedule Change Policy

Parents/Guardians are required to give one month's notice to withdraw their student from our program or to make enrollment changes. We require notification to be provided in writing via email to SHP admin. Tuition will still be owed for the one-month notice period, even if your child does not attend preschool during that time. Deposits are non-refundable. You are welcome to request a schedule change at any time and we will do our best to accommodate these requests based on availability.